

**Federal Bureau of Investigation
United States Department of Justice**

Post Office Box 812
Chicago Illinois

March 4, 1940

Director
Federal Bureau of Investigation
Washington, D. C.

Dear Sir:

This will advise that MR. G. W. KIMBALL, Assistant Secretary of the International Kiwanis, McGraw-Hill Building, Chicago, Illinois, contacted the Chicago Office and advised that he had suggested to RICHARD WARREN SMITH, a young man who is about to finish collage, that he make application with the Federal Bureau of Investigation. MR. KIMBALL advised that he has known MR. SMITH for many years and considers him an excellent person. MR. G. W. KIMBALL is the cousin of MR. HARRY KIMBALL, Special Agent of the Federal Bureau of Investigation.

RICHARD WARREN SMITH called at the Chicago Office on March 2, 1940, at which time he was interviewed by Assistant Special Agent in Charge, J. E. Thornton, because of my absence.

MR. SMITH is 21 years old and was born July 29, 1918 at Lincoln, Illinois. He was graduated from the Lincoln Commercial High School in 1936, with average grades. He then attended Lincoln Junior College at Lincoln, Illinois, from 1936 to 1937. In 1937 he entered the Bradley Polytechnical Institute where he is presently in attendance and expects to be graduated with a Bachelor of Science Degree in June of this year. MR. SMITH has not worked during his college course except during summers of 1937 and 1939, at which time he worked for the Illinois State Highway Maintenance Department, with a salary of 50¢ per hour, doing road construction work. He advised that during his high school and college years he has maintained an average, or slightly better than average, standing; that he has participated

MAR 9 1940
RECORDED

67-144950-1

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MAR 8 1940	FILE
CHIEF CLERK	PERSONNEL

Director

Re: RICHARD WARREN SMITH

March 4, 1940

in debates, dramatics, basketball and intramural wrestling. He is a member of the Beta Phi Theta Social Fraternity and is President of this Fraternity at the present time.

His parents are both living and reside at 325 Seventh Street, Lincoln, Illinois. His father, ARTHUR C. SMITH, is Freight Agent with the Terminal Railway System, and his mother, whose maiden name was LUCILE SCOTT, is employed in the Old Age Assistance, Division of Public Welfare, at Lincoln, Illinois. The only other relative in Government service is a Lt. PEDDICORD, a cousin, who was recently assigned in the State of Virginia.

MR. SMITH is one of 4 children, having 3 sisters, and is an American of English, Scotch and Irish extraction.

MR. SMITH advised that his college course has been chiefly of a pre-legal nature, as he intends to study law, and is very anxious to obtain a position in the Bureau as a messenger or clerk in order that he may attend law school, with the hope that he may later be considered for the position of Special Agent. It was definitely pointed out to MR. SMITH that due to the nature of the work of the Bureau, that assignments are sometimes necessary for hours starting at 4:15 and ending at 11:45 P.M., and that it is sometimes necessary that a clerk be placed on a regular night assignment. It was also pointed out to him that for the position of a messenger he must be able to pass a typing test. MR. SMITH advised that at the present time he is unable to pass the typing test; however, he will immediately make arrangements at the school to take typing from now until graduation, or until such time as he feels he is capable of taking the test, at which time he will communicate with the Chicago Office.

MR. SMITH presents a good appearance, was dressed in a conservative manner, and appears to have good health. He advised that his eyesight is excellent. MR. SMITH advised that he has never belonged to any organization which is unfavorable to the U. S. Government.

Although a test was not given MR. SMITH, this letter

Director

Re: RICHARD WARREN SMITH

March 4, 1940

is being sent the Bureau for information, as it is believed that MR. SMITH would make a valuable employee, and in the event he later passes the typing test, it is suggested that favorable consideration be given to his application.

Very truly yours,

A handwritten signature in cursive script, reading "W. S. Devereaux". The signature is written in dark ink and is positioned above the typed name.

W. S. DEVEREAUX
Special Agent in Charge.

JET:MJ

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

HTO'C:dnp
67-144950

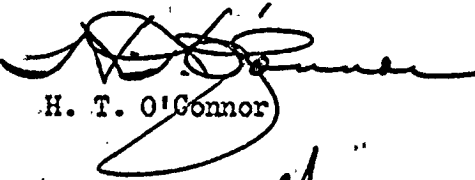
March 12, 1940

MEMORANDUM

RE: RICHARD W. SMITH
Messenger Applicant

Telephonic inquiry was received March 12, 1940, from Senator Lucas' office concerning this case. Information was furnished that, although Mr. Smith called at the Chicago Field Office of this Bureau on March 2, 1940, he had not filed application blank as yet and further, he has not taken the necessary typing test in order to qualify. The fact that arrangements were made for this applicant to return at his convenience for this purpose was explained, along with the fact that a note of the Senator's interest is being placed in his file. The vacancy situation which exists was discussed.

Respectfully,


H. T. O'Connor

MAR 13 1940

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Serialized	✓	Filed	

67-144950-2

FEDERAL BUREAU OF INVESTIGATION

MAR 14 1940 A.M.

U.S. DEPARTMENT OF JUSTICE

CHIEF CLERK
PERSONNEL
FILE

May 3, 1940

RECORDED

Mr. Richard W. Smith
178 Fredonia
Peoria, Illinois

Dear Mr. Smith:

Reference is made to your letter of April 28, 1940, relative to your desire to be afforded a typing test in qualifying for appointment to the position of Messenger in the Federal Bureau of Investigation.

In this connection, you should communicate with the Special Agent in Charge of the Springfield Field Division of this Bureau not later than May 10, 1940, and make arrangements with him for the purpose of taking an examination and for a personal interview. His address is 1107 Illinois Building, Springfield, Illinois. All material for use in connection with taking the examination will be furnished.

There are no vacancies in this service at the present time. In the event you attain a satisfactory rating in the examination afforded you, your application will receive consideration when it is possible to make additional appointments.

For your information, the typing test afforded applicants is a straight copy test consisting of 450 words. Any expenses incurred in connection with the above travel must be borne by you.

It is requested that you execute and return the enclosed application in order that a complete statement of your qualifications might be on file.

Very truly yours,

John Edgar Hoover
Director

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Lester
Mr. Nichols
Mr. Rosen
Mr. Tracy
Miss Gandy

COMMUNICATIONS SECTION
MAY 3 1940
Enclosure
cc - SAC, Springfield
cc - SAC, Chicago

vin
7/7/40

178 Fredonia
Peoria, Illinois
April 28, 1940

Director J. Edgar Hoover
Federal Bureau of Investigation
Ninth and Pennsylvania Avenue
Washington, D. C.

My dear Sir:

On March 2, 1940, I had the privilege of an interview with one of your agents, Mr. Thornton, who was temporarily in charge of your Chicago office. On said date I made application for a messenger position in your department. Mr. Thornton informed me that it would be necessary for me to pass a typing test of at least 45 words per minute. As I had done very little typing during the past year, Mr. Thornton graciously said that I might defer the test until I felt that I had brushed up sufficiently on my typing. Since that time I have been taking special training and feel that I am now prepared to take the test.

In-as-much as the Peoria office of the Federal Bureau of Investigation has been discontinued, I was told that I probably would have to take the test in Chicago or Springfield. If it makes no difference to you, I would rather take the test in Springfield as transportation facilities are much more convenient.

Please write me at your earliest convenience as to the time and place of the test. Also I should be grateful for any remarks about the test such as the length of it and what it might include.

I want to thank you very much for any inconvenience that I might have caused you.

Very truly yours,

Richard W. Smith

*Gray 10-40
ack 5-3-40
EL*
MAY 6 1940

67-144750-3
FEDERAL BUREAU OF INVESTIGATION
APR 30 1940 A.M.
U. S. DEPARTMENT OF JUSTICE
CHIEF CLERK
FILE

Routed.....
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1107 Illinois Building
Springfield, Illinois
May 9, 1940

Mr. Richard W. Smith
178 Fredonia
Peoria, Illinois

Dear Mr. Smith:

This will acknowledge receipt of your letter dated May 6, 1940 in which you request an appointment in connection with the typing examination.

I wish to suggest that you call at the Springfield Office of the Federal Bureau of Investigation, 1107 Illinois Building, Springfield, Illinois, on Saturday, May 11, 1940, at 10:00 A.M.

There are no vacancies in this service at the present time, and neither this letter nor the subsequent interview and examination should be construed by you as indicative of possible appointment. Any expense incurred in connection with your travel to Springfield and return to Peoria must, of course, be borne by you.

Very truly yours,

J. E. HORTON,
Special Agent in Charge.

JET:DBB
ST-CA
cc-Bureau

MAY 13 1940

RECORDED

MAY 16 1940

Federal Bureau of Investigation

United States Department of Justice

Springfield, Illinois,

May 13, 1940.

Director,
Federal Bureau of Investigation,
United States Department of Justice,
Washington, D. C.

Re: RICHARD WARREN SMITH.
Applicant - Messenger.

Dear Sir:

Routed 4... Indexed...
Searched 2... Recorded...
Numbered... Checked...
Serialized 13 Filed...

67-144950-5
FEDERAL BUREAU OF INVESTIGATION
MAY 15 1940 A.M.
U. S. DEPARTMENT OF JUSTICE
CHIEF CLERK
FILE

RICHARD WARREN SMITH, by pre-arrangement, called at the Springfield Office on Saturday, May 11, 1940 at which time he was afforded a typing test which is forwarded herewith. RICHARD SMITH is a young man twenty-one years of age, having been born July 29, 1918 at Lincoln, Illinois. He attended Madison Grade School and Central Grade School in Lincoln, Illinois and was graduated from the Lincoln Community High School in the same city in 1936. During his high school career he took part in the following extra curricular activities:

Dramatics; debating; public speaking; and played in the High School Band and orchestra.

The applicant entered Lincoln Junior College in Lincoln, Illinois in the fall of 1936 taking a general college course and participated in basketball. In 1937 he enrolled in Bradley College in Peoria, Illinois at which time he took part in the following intra-mural sports:

Wrestling; basketball; and baseball.

During his attendance at Bradley he held various offices such as President of the Phi Kappa Delta Speech Fraternity; President of the Social Fraternity Beta Phi Theta, and this year is President of the Senior Class. The applicant advised that he planned his course at Bradley as a preparation for a legal course and therefore took considerable political science and sociology. He expects to be graduated from Bradley College on June 10, 1940 and, therefore, should not be considered for a position prior to that date.

The applicant presents a good appearance, is approximately 5'9" in height, weighs about 145 pounds, and was neatly dressed. He stated that he enjoys excellent health, and had no need for medical attention during his college career. Both his parents are living,

Enact

Have this applicant file
application before June
considered 13 given

Let to applicant
4/18/40 Commercial

Director

-2-

5-13-40

and reside at 325 Seventh Street, Lincoln, Illinois. His father, ARTHUR C. SMITH, was born in Warren, Rhode Island, and his mother, LUCILLE SMITH, nee SCOTT, was born at Atlanta, Illinois. His parents are of Scotch, English, and Irish descent.

Applicant was advised that as a messenger or typist, it might be necessary for him to work on a late shift. It was explained that this shift might necessitate his working from 4:15 P.M. to 11:45 P.M.

He stated that he does not owe any bills and has never been a member of any Communist youth organization and is most anxious to secure a position in the Bureau at Washington, D.C., in order that he can continue his education as he plans to take law.

Applicant listed the following individuals as references:

Judge L. B. STRINGER, Logan County Court House, Lincoln, Illinois.
GEORGE W. KIMBALL, Kiwanis International, Chicago, Illinois.
— DR. CLARA KREFTING, Bradley College, Peoria, Illinois.
— W. C. HANDLIN, Lincoln Community High School, Lincoln, Illinois.
— ROBERT DAVIS, Postmaster, Lincoln, Illinois.

He stated that the only relative that he knows of who is in Government service is a cousin, Lieutenant PEDDICORD, who was, according to applicant's information, last stationed at Langley Field, where he may be at the present time.

Applicant is presently taking a course in typing in an effort to increase his speed and accuracy, and, although it would appear from the test submitted, that he has not passed the test, nevertheless, I recommend him for consideration as applicant has a good appearance, and it is believed that due to his ambition and aggressiveness, he would develop into a valuable Bureau employee.

Very truly yours,

Joseph C. Thornton
JH

J. E. THORNTON,
Special Agent in Charge.

JET:ejc

Richard Smith May 11, 1940.

The purpose of this study is twofold. (1) Since the Chinese are now residing in a number of countries, the following questions are of interest: Why and how have they gone there? What is the degree of their economic prosperity and social adaptation in their new environments? In what ways and to what extent have they benefited themselves, their fatherland and their adopted countries? An attempt is here made to answer these queries, at least in part. (2) China is undergoing a stupendous social and political change which has brought to the fore, in greater and greater degree, the population problem. A high birth rate has been accompanied by a high death rate and infant mortality. Unsatisfactory socio-economic conditions have caused low wages, disease, poverty, and misery. In great numbers the needy have been forced out of the country. In this sense the outflow of the emigrants has arisen from the pressure of the home population. Wherever they have gone, clashes with other racial groups have been frequent. Inasmuch as the pressure of population is not likely to diminish in the immediate future, further conflicts are distinctly possible. The amelioration of the social and economic conditions in China are therefore desirable in order to insure social progress and promote international good will.

With these views in mind, inquiry has been made into the conditions of the Chinese in important countries with reference to certain specific problems. A few countries have been chosen on the following more or less arbitrary grounds. First, the countries must lie within the Eastern Hemisphere as far as the mid-Pacific. Second, the maximum number of the Chinese in each country must at some time have reached 50,000 or more. The scope of this study therefore narrows down to an account of the Chinese in Formosa, Dutch East Indies, British Malakka, the Philippines, and the Hawaiian Islands, the Transvaal, and France (during the World War).

The main inquiries of this study resolve themselves into three major divisions: Historic, social, and economic. The historic phase includes important conflicts, and the political and civil relations between China and the particular country to which the emigrants have gone. In tracing these events, the plan has been to terminate the account with the last significant clash whereby the Chinese either gained or lost socio-economic importance in their adopted country. In Java, for example, the failure of the Chinese revolt of 1740 led to the Dutch ascendancy in commerce and politics. Likewise, historic events in the Philippines have been outlined up to the third massacre of the Chinese by the Spaniards. Under the economic phase have been included the main occupations of the Chinese, and their activities in industry, commerce, and agriculture.

Time Started: 10:40 45 sec.
Time Completed: 10:49/Total: Time: 9 Minutes, 15 seconds.

Sp 1.00
Acc 65
82 1/2
5/16/40
712

May 18, 1940

Mr. Richard W. Smith
178 Fredonia
Peoria, Illinois

Dear Mr. Smith:

Reference is made to your desire to obtain a position as Messenger in the Federal Bureau of Investigation.

In this connection, it is requested that you execute and return the enclosed application blank in order that a complete statement of your qualifications may be on file for consideration. There are no vacancies in this service at the present time.

Very truly yours,

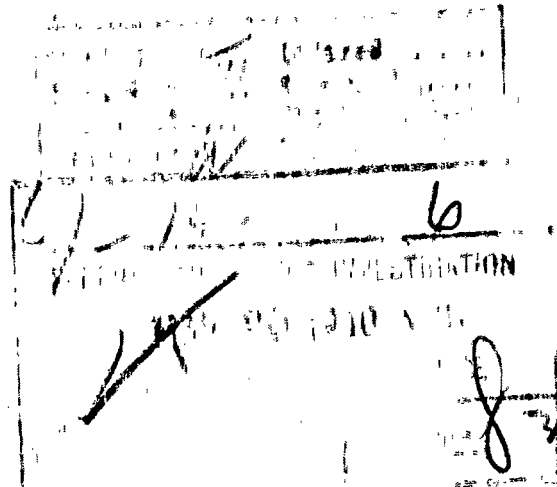
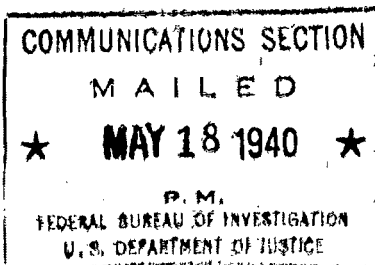
John Edgar Hoover
Director

Enclosure

MAY 22 1940

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Egan
Mr. Glavin
Mr. Lester
Mr. Nichols
Mr. Rosen
Mr. Tracy
Miss Gandy

CC-SAC Peoria



67-144950-8

June 11, 1940

Mr. Richard W. Smith
325 Seventh Street
Lincoln, Illinois

Dear Mr. Smith:

Reference is made to your application on file in the Federal Bureau of Investigation, United States Department of Justice, for appointment to the position of ~~Messenger~~.

In this connection, it is desired that you submit a report on your present physical condition. For this purpose you should consult a reputable local physician, submitting the enclosed form for his attention.

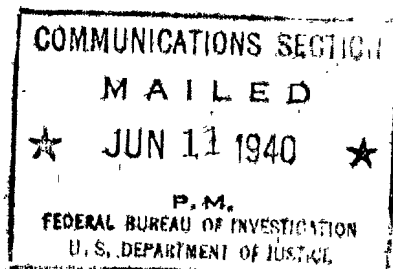
This report should be forwarded to the Bureau not later than ~~June 17~~, 1940.

Very truly yours,

J. E. Hoover

John Edgar Hoover
Director

Enclosure



May 28, 1940
325 Seventh Street
Lincoln, Illinois

Director J. Edgar Hoover
Federal Bureau of Investigation
United States Department of Justice
Washington D. C.

Dear Sir;

Enclosed please find the completed application
blank which you so kindly sent me.

I have taken the typing test under the direction
of Mr. Thornton at Springfield, Illinois. I do not
believe that I did as well as I might am capable.
However I hope that I passed it satisfactorily. There
is nothing that I would care for greater than the
privilege to be a member of your department.

I will appreciate any further consideration extended
to me.

Very truly yours,

Richard W. Smith

Enclosure *blanked*

*Law. ord.
6-11-40
MMS*

*Physical
requested
6-11-40
MMS*

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Serialized		Filed	

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67-144950-8
JUN 12 1940
FEDERAL BUREAU OF INVESTIGATION
MAY 31 1940 A.M.
U. S. DEPT. OF JUSTICE
CLERK *Wry*
FILE

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

MMS

67-144950

To: COMMUNICATIONS SECTION.

JUNE 11, 1940

Transmit the following message to:

CHICAGO

SUBMIT REPORT INVESTIGATION BY JUNE SEVENTEEN, RICHARD WARREN SMITH, MESSENGER
APPLICANT. REFERENCE GEORGE W. KIMBALL, OFFICE OF KIWANIS INTERNATIONAL, MCGRAW
HILL BLDG., CHICAGO, OR FLOSSMOOR. BORN LINCOLN, ILL., JULY TWENTYNINE, NINETEEN
EIGHTEEN, SINGLE. SPRINGFIELD FIELD DIVISION ORIGIN.

HOOVER

CC SPRINGFIELD
WASHINGTON

Routed		Indexed	
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Numbered		Checked	
Serialized		Filed	

RECORDED

67-144950-9	
FEDERAL BUREAU OF	
JUN 12 1940	
U. S. DEPARTMENT OF JUSTICE	
	FILE

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Egan
Mr. Glavin
Mr. Nichols
Mr. Hendon
Mr. Rosen
Mr. Tracy
Miss Gandy

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION

JUN 11 1940

TELETYPE

SENT VIA

843 M

Per

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

MMS

67-144950

To: COMMUNICATIONS SECTION.

JUNE 11, 1940

Transmit the following message to:

SPRINGFIELD

SUBMIT REPORT INVESTIGATION BY JUNE SEVENTEEN, RICHARD WARREN SMITH, THREE TWO FIVE SEVENTH STREET, LINCOLN, MESSENGER APPLICANT. REFERENCES JUDGE L. B. STRINGER, LOGAN COUNTY COURTHOUSE OR NINE TWO SIX NORTH UNION, W. E. BEACH, INDEPENDENT OIL CO., OR TWO THREE SIX EIGHTH, VIRGIL RIMMERMAN, LOGAN COUNTY COURTHOUSE OR SIX TWO SIX SOUTH STATE, EDWIN WHEELWRIGHT, TELEPHONE CO., OR THREE ONE SEVEN PEKIN, W. C. HANDLIN, LINCOLN COMMUNITY HIGH SCHOOL, ROBERT DAVIS, POSTMASTER, ALL LINCOLN, DR. CLARA KREFTING, BRADLEY POLYTECHNIC INSTITUTE, PEORIA. ATTENDED LINCOLN HIGH SCHOOL, NINETEEN THIRTYTWO TO THIRTYSIX, LINCOLN JUNIOR COLLEGE, THIRTYSIX TO THIRTYSEVEN, BOTH LINCOLN, BRADLEY POLYTECHNIC INSTITUTE, PEORIA, THIRTYSEVEN TO FORTY, BS DEGREE. EMPLOYED ILLINOIS STATE HIGHWAY MAINTENANCE DEPT., AS LABORER, SUMMERS, THIRTYSEVEN, THIRTYEIGHT AND THIRTYNINE, SEARS ROEBUCK AND CO., AS CLERK, DECEMBER THIRTYEIGHT, POST OFFICE, AS CLERK, DECEMBER THIRTYEIGHT AND DECEMBER THIRTYNINE, ALL LINCOLN. . FORMERLY RESIDED ONE SEVEN EIGHT FREDONIA, PEORIA. VERIFY MOTHERS EMPLOYMENT, OLD AGE ASSISTANCE, DIVISION OF PUBLIC WELFARE, LINCOLN. BORN LINCOLN, ILL., JULY TWENTYNINE, NINETEEN EIGHTEEN, SINGLE. FATHER ARTHUR C., MOTHERS MAIDEN NAME LUCILE F. SCOTT. YOUR FIELD DIVISION ORIGIN.

RECORDED

CC CHICAGO
WASHINGTON

67-144950-10	
HOOVER	
FEDERAL BUREAU OF INVESTIGATION	
JUN 12, 1940	
U. S. DEPARTMENT OF JUSTICE	
FILE	

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Numbered	Classified
Serialized	Filed

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION

JUN 21 1940

Per

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Ladd
Mr. Egan
Mr. Glavin
Mr. Nichols
Mr. Hendon
Mr. Rosen
Mr. Tracy
Miss Gandy

SENT VI

9350

67-144930

June 11, 1940

Special Agent in Charge
Washington, D. C.

Dear Sir:

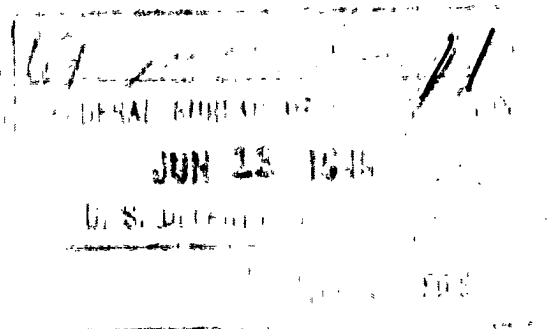
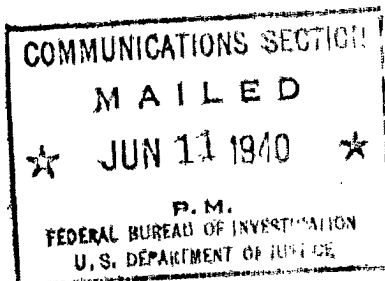
Please institute an immediate investigation to determine the following named applicant's character, reputation, ability and qualifications for the position sought:

Applicant: **Richard Warren Smith** Position: **Messenger**
Address: **325 Seventh Street, Lincoln, Illinois**
References and Personal History:

Verify employment of applicant's cousin, Lieutenant Peddicord, who was located at Fort Monroe, Virginia, but has recently been transferred to Puerto Rico.

Applicant is 21 years of age, single, and a legal resident of Lincoln, Ill.; he was born at Lincoln, Ill., July 29, 1918.

It is requested that a report of this investigation be submitted to this Bureau not later than June 17, 1940.



I desire that you cause a very complete and thorough investigation to be made of this applicant. The inquiries made should not be confined to the references given above, as experience shows they are usually favorable. Anything that your investigation may disclose further than the above references should be reported.

The division of origin in this case is **Springfield**, and copies of your report should be forwarded to that division.

CC - Springfield
Chicago

Very truly yours,

J. E. Hoover

John Edgar Hoover
Director

UNITED STATES CIVIL SERVICE COMMISSION
CERTIFICATE OF MEDICAL EXAMINATION

(Authorized by Executive Order of September 4, 1924)

APPLICANT MUST FILL IN DOTTED LINES BELOW TO HEAVY LINE

Richard Warren Smith
(Name)
325 Seventh Street, Lincoln, Illinois
(Post-office address)
Male
(Sex)
July 29, 1918
(Date of birth)
Medical examination for position of messenger
(Title of examination taken)
Federal Bureau of Investigation in Dept. of Justice
(Department and bureau in which you are to be employed)
Washington, D. C.
(City or town in which you are to be employed)

ROLLED PRINT, right forefinger

(Print must be taken to identify person examined. Fingers or stamp pad should be used)

PHYSICIAN SHOULD FILL IN THE FOLLOWING

5'3" inches. * 145 pounds.
(Height, without shoes) (Weight, in clothing) (Weight, without clothing)

* To be taken for males only upon special written request of the official ordering examination.
Males, without clothing; females, clothed, but without wrap or hat.

Items checked (✓) were examined and found normal. Deviations from normal are noted. (See instructions on reverse side, numbered to correspond with items below.)

- Noted*
1. Eyes: Distant vision: Without glasses: Right: 20 Left: 20 With glasses if worn: Right: 20 Left: 20
(Near vision must be reported: use space provided on back of this form.)
Evidence of disease or injury: Right ✓ Left ✓
Color vision ✓ Method of testing color vision ✓
2. Ears: (Consider denominators indicated here as normal. Record as numerators the actual distance heard.) Ordinary conversation: Right ear— 20 Left ear— 20
20 ft. 20 ft.
Evidence of disease or injury: Right ear ✓ Left ear ✓
3. Nose, sinus disease, etc. ✓
4. Mouth and throat ✓
5. Gastro-intestinal ✓
6. Thyroid (especially in women) ✓
7. Heart and blood vessels ✓
Is organic heart disease present? no If organic heart disease is present, is it fully compensated? ✓
8. Lungs: Right ✓ Left ✓
History of tuberculosis? no If so, has the disease been arrested for at least 1 year? ✓
9. Hernia no
(If present, name variety: Inguinal, ventral, femoral, etc.; read definition on reverse before answering)
If present, is it supported by a well-fitting truss? ✓
10. Varicose veins ✓
(If present, state location and degree)
- Varicocele (see note 10 on reverse side)
11. Feet: Is flat foot present? no Degree of impairment of function no
(None, slight, moderate, severe)
12. Deformities, atrophies, and other abnormalities, diseases, or defects not included above ✓
13. Scars of serious injury or disease no
14. Nervous system (see note 14 on reverse side) ✓
15. (a) Urinalysis (see reverse side) ✓ (b) Venereal disease ✓
16. Obtain from applicant statement of disabilities, past and present, give diagnosis and your comments under appropriate heading above or under "Remarks" on back of this sheet.
17. Does Veterans' Administration recognize service-connected disability in this case? ✓ If "Yes," cover in your comments.
(Yes or no)

This certificate is to be returned to the official of the U. S. Civil Service Commission requesting the examination

[OVER]

Report given Supor for action 6-20-40

The aim of the Executive order, September 4, 1924, under which this examination is made, is to obtain information as to the physical condition of appointees to the classified civil service with a view to promoting efficiency and minimizing accidents and claims under United States employees' compensation laws.

Notes for Examining Physician

WEIGHT.—Males, without clothing, and also in ordinary clothing without overcoat or hat (weigh twice); females, clothed, but without wrap or hat. If overweight, state whether due to bone and muscle or to fat.

HEIGHT.—Without boots or shoes; observe that no appliances are used to increase.

The examination should include the following observations:

1. **Eyes.**—Ptosis; discharge; corneal scar; pterygium. In recording distant vision consider 20 feet as normal and report all vision as a fraction with 20 feet as numerator and the smallest type read at 20 feet as denominator. If glasses are used, record for each eye the finding with and without glasses. Near vision must be reported; use space provided below ("Test for Near Vision").

2. **Ears.**—Evidence of middle ear or mastoid disease; condition of drums; discharge. In recording hearing, record 20 feet as normal distance for conversational voice; and record deviation from normal as fraction with 20 as denominator and actual distance as numerator.

3. **Nose.**—Ability to blow through each nostril. If free, a speculum examination would not be indicated.

4. **Mouth and throat.**—Missing teeth, pyorrhea; tonsils; hypertrophy or disease.

5. **Gastro-intestinal.**—Ulcers, inflammations, etc.

6. **Thyroid.**—Presence of tumor in neck and tremor, exophthalmos; nervous high-strung disposition, especially in women.

7. **Heart.**—Murmurs. State whether functional or organic. If valvular disease exists, state whether or not it is fully compensated. Arteriosclerosis.

8. **Lungs.**—It is necessary that the auscultatory cough be used. If tuberculosis is present, state whether active or

arrested; if arrested, state your opinion as to how long it has been quiescent. Sputum to be examined for tubercle bacilli in all suspected cases.

9. **Hernia.**—Give details as to size, location, etc., and whether well-fitting truss is worn. Inguinal hernia exists when ring is enlarged and on coughing visceral impulse is felt which follows the finger on withdrawal.

10. **Varicocoele.**—If varicocoele is present, state approximate size—e. g., size of walnut, lemon, etc.

11. **Flat foot** of such a nature as to incapacitate or become aggravated by work or be alleged later to have been caused by accident or occupation. By "flat foot," as used in this form, is meant a weak foot with impaired function, the term being equivalent to "fallen or misplaced arch," an abnormal condition. Impairment of function is the point to be noted. An anatomically flat foot, but strong, is not disqualifying.

12 and 13. **Scars, deformities, atrophies, and paralyses** should be noted, but it is not important that small insignificant scars or blemishes which might be referred to as marks of identification be recorded.

14. This entry should include symptoms and full history of any mental or nervous abnormality.

15. **Urinalysis** to be made and blood pressure to be taken in case of persons over 40, and in all cases where arteriosclerosis, nephritis, or diabetes is suspected.

Record of urinalysis, if made: Sp. gr. Albumen Sugar Casts

Blood pressure: Mm. Hg. systolic Mm. Hg. diastolic

If tachycardia is present, give pulse rate: Sitting Immediately after exercise Two minutes after exercise Cardiac reserve (Good, fair, or poor)

I have found this applicant abnormal under the following headings:

In my opinion, applicant is capable of performing duties involving physical exertion. (Arduous, moderate, or light)

REMARKS:

(Signature of applicant)

(This space to be filled in, as a matter of identification, by the applicant in own handwriting, and in ink, in the presence of the physician)

Leveaux Logan Co. Ill.
(Place of examination)
June 15, 1925
(Date of examination)

The examining physician must be in the Federal service

(Signature of examining physician) M. D.

(Title, and branch of Federal medical service)

Full time? Part time? Fee paid?

TEST FOR NEAR VISION

What is the longest and the shortest distance at which the following specimens of Jaeger No. 1 and Jaeger No. 2 can be read by the applicant? If No. 1 is read with ease, No. 2 need not be given. Test each eye separately.

Jaeger No. 1 { With the view of promoting health and efficiency and of minimizing accidents among Federal employees, the heads of the several executive departments and independent establishments having a medical personnel are directed to make such physical examinations of applicants for

Without glasses: R. 2 in. to 20 in. L. 2 in. to 20 in. With glasses, if used: R. 2 in. to 20 in. L. 2 in. to 20 in.

Jaeger No. 2 { and employees in the Federal classified service as may be requested by the Civil Service Commission or its authorized representative. This order will supplement the Executive orders of May 29 and June 18, 1923 (Executive order, September 4, 1924).

Without glasses: R. 2 in. to 20 in. L. 2 in. to 20 in. With glasses, if used: R. 2 in. to 20 in. L. 2 in. to 20 in.

The personnel officer should fill in the blanks below before sending this form to the Commission for action

To be appointed in (Department) (Bureau)

Title of position

Type of appointment (check): ☒ Original appointment ☐ Transfer ☐ Reinstatement ☐ Classification

Number of certificate upon which applicant's name appears (to be given in case of original appointment) 20-63

Lincoln, Illinois

June 15, 1940

John Edgar Hoover, Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

In reply to your letter dated June 11, 1940,
and received by me today, June 15, 1940, I am sub-
mitting the report requested.

Please note attached completed Certificate of
Medical Examination completed by Dr. Wallace B. Perry,
Lincoln, Illinois.

Very truly yours,

Richard W. Smith

Enclosure

JUN 22 1940
RECORDED

Routed	Indexed
Searched	Recorded
Numbered <i>ps</i>	Checked
Serialized	Filed

67-144950-13

FEDERAL BUREAU OF INVESTIGATION
JUN 17 1940 A.M.
U. S. DEPARTMENT OF JUSTICE

CHIEF CLERK *Wry* FILE

Bradley Polytechnic Institute

Deoria, Illinois

OFFICE OF THE REGISTRAR

June 1, 1940

Mr. Charles H. Drussel
2034 - 16th Street, N. W.
Washington, D. C.

Dear Mr. Drussel:

I had a note on my calendar to write you this morning, when your letter of May 29 was received.

I should like to recommend to you Richard Smith, who ranks 62nd in a class of 148 at the end of his seventh semester. He has a grade point average of 5.09. I called him into the office yesterday and talked with him about the Bureau and find that he had filed an application which was mailed to Washington about the 26th or 27th.

I have known this boy since childhood. His home is at Lincoln, Illinois. His father is express agent for the C. & A. and Illinois Traction. He has been very active in extra-curricular work on the campus and is very well liked among the students. He came to us after having completed one year of college work at the Lincoln Junior College and has taken a pre-legal program at Bradley and will receive his degree Monday, June 10. He is this year taking our second semester of typing, and I understand that he took the typing test recently given by the Bureau at Springfield.

This boy I recommend to the Bureau, without reservation, as I believe that he is an individual who will make good.

Sincerely yours,

Ara Carter
Ara Carter, Registrar

AC:DA

ack 6/1/40
JUN 2 1940

Reuted	Indexed
Searched	Recorded
Numbered	Checked
Serialized	Filed

67-144950-14

FEDERAL BUREAU OF INVESTIGATION
JUN 18 1940
U. S. DEPT. OF JUSTICE
CHIEF CLERK
PERSONNEL
FILE

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION

JUN 20 1940

POSTAL

Mr. Tolson.....
Mr. Clegg.....
Mr. Foxworth.....
Mr. Ladd.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Egan.....
Mr. Glavin.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Tracy.....
Miss Gandy.....

OTDVW7 15

SPRINGFIELD ILL JUNE 20 915A

DIRECTOR FED BUR OF INV

US DEPT OF JUSTICE

RICHARD W SMITH APPLICANT MESSENGER REPORT MAILED BUREAU

AMASD JUNE SIXTEENTH ADVISE IF NOT RECEIVED

THORNTON..

JUN 22 1940
RECORDED

67-144950-15	
FEDERAL	RECEIVED
JUN 22 1940	
FOUR	CHIEF

FOXWORTH

CHIEF CLERK

PH:MD

RECORDED 67-144950

June 15, 1940

Mr. Asa Carter
Registrar
Bradley Polytechnic Institute
Peoria, Illinois

Dear Mr. Carter:

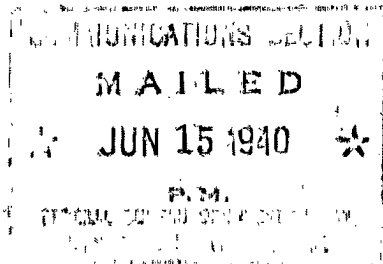
I have been advised by Mr. Charles H. Drussel of this Bureau regarding your interest in Mr. Richard Smith who presently has an application on file for appointment to the position of Messenger in this service.

I am indeed pleased to know of your interest in Mr. Smith and to have the benefit of your views concerning him. You may rest assured that his case will be given my careful consideration as additional appointments are made in this service.

Sincerely yours,

CC - Mr. Charles H. Drussel

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____



Handwritten initials and signature

FEDERAL BUREAU OF INVESTIGATION

b6
b7c

Form No. 1

THIS CASE ORIGINATED AT

Springfield, Illinois

FILE NO.

67-294

REPORT MADE AT Springfield, Illinois	DATE WHEN MADE 6/16/40	PERIOD FOR WHICH MADE 6/15/40	REPORT MADE BY ETC:HM
TITLE RICHARD WARREN SMITH			CHARACTER OF CASE APPLICANT - MESSENGER
SYNOPSIS OF FACTS: SMITH born July 29, 1918, attended Lincoln, Illinois High School 1932-36; Lincoln Junior College 1936-37; Bradley Polytechnic Institute, Peoria, Illinois, 1937-40, receiving BS degree from letter on June 10, 1940, Grades above average. I.Q. rating in upper one-seventh. Extra-curricular activities in public speaking, dramatics, singing, president of Bradley senior class of 1940 and of Beta Phi Theta social fraternity in 1940. Employed as laborer, Illinois Highway Maintenance Department at Lincoln, Illinois during summers of 1937, 1938 and 1939. In Christmas rush season was employed by Lincoln Post Office in 1936, 1937 and 1939; and by S. S. Sears Roebuck in Lincoln in 1938. Employers state satisfactory employee, willing worker, energetic and reliable. References uniformly state good character, reputation trustworthy, and pleasing personality, and with one exception would recommend for employment. No criminal record and no credit rating. Neighborhood investigation favorable. -P- REFERENCES: Bureau teletype to Springfield Office dated June 11, 1940 Bureau letter to Washington Field Office dated June 11, 1940. Teletype from Washington Field to Chicago Office dated June 12, 1940. Telegram from Chicago Office to St. Paul Office dated June 14, 1940. DETAILS: <u>AT LINCOLN, ILLINOIS</u> JUDGE L. B. STRINGER, 926 North Union Avenue, Judge of Logan County Court, advised that he had known applicant			
APPROVED AND FORWARDED 		SPECIAL AGENT IN CHARGE 	
COPIES OF THIS REPORT 3 - Bureau (AMASD)(Enc.) 2 - Washington Field 2 - Chicago 2 - St. Paul 2 - Springfield		DO NOT WRITE IN THESE SPACES 16	

since the latter's childhood, and that from his knowledge of him he would say that applicant's character and reputation are above reproach. STRINGER stated that applicant has always been a leader among the young people in the community and is very ambitious, having the ultimate goal of studying and practicing law. According to STRINGER, applicant has no bad habits or bad associates, and Judge STRINGER advised Agent that he would unhesitatingly recommend applicant SMITH for employment by the Bureau.

Mr. VIRGIL RITTERMAN, 626 South State Street, Superintendent of Old Age Assistance, Division of Public Welfare for Logan County, Illinois, advised that he had known applicant SMITH for about four years, during which time applicant has enjoyed a good reputation in the community, and his good character has never been questioned. RITTERMAN stated that applicant SMITH has a very pleasing personality and is popular among the young people with whom he associates. Applicant is very ambitious, according to Mr. RITTERMAN, ultimately desiring to study law, and he seems to possess a particular aptitude in the field of public address. Mr. RITTERMAN advised that he would not hesitate to recommend applicant for employment by the Bureau.

Mr. RITTERMAN further advised that applicant's mother, Mrs. MARGARET F. SMITH, is employed under him in his office at the Old Age Assistance Bureau, Division of Public Welfare for Logan County, as an investigator and clerk, and has been so employed since 1936. Mr. RITTERMAN also advised that applicant's mother is Logan County Chairman of the Democratic Party and active in county politics.

Mr. EDWIN WHEELWRIGHT, residing at 317 Pekin Street, and employed as manager of the Stationary Stock Room of the Illinois Commercial Telephone Company of Lincoln, Illinois, advised that he has known applicant for approximately nine years, and is particularly good friend of applicant's parents, whom he often visits at their home. WHEELWRIGHT advised that applicant SMITH's reputation, character and honesty are above reproach and that applicant has no bad associates or habits. However, WHEELWRIGHT advised he could not recommend applicant for employment and if he were in the position of a businessman with a job open for which applicant had applied, that he would not hire applicant SMITH, but rather would give the position to some other boy whom he knows to be ambitious and energetic and who has an incentive. WHEELWRIGHT explained this statement by the fact that several times while visiting applicant's parents, at applicant's home, he has observed Mr. ARTHUR C. SMITH, applicant's father doing various jobs of manual labor about the home, when applicant was present at the home but was not helping his father.

Mr. WHEELWRIGHT further explained that to his knowledge he does not believe that applicant has ever been employed in his spare time, except as a clerk at the Post Office during Christmas rush seasons and further stated his belief that applicant had not taken part in any part time work during his career at Bradley Polytechnic Institute at Peoria, Illinois, which would have helped defray the expenses of his college years there. Mr. WHEELWRIGHT advised, however, that he knew applicant SMITH had a very pleasing personality and he was not recommending him for employment merely from his knowledge and belief that applicant was not particularly energetic. Mr. WHEELWRIGHT admitted, however, that he had never employed applicant SMITH, nor talked to any of his employers.

Mr. W. E. BEACH, residing at 236 Eighth Street, who is a very old man of approximately 85 years, and the owner of the Illinois Independent Oil Company located in Lincoln, Illinois, advised that he did not know applicant personally, at all, and would be unable to recognize him if he should meet him on the street. However, Mr. BEACH stated he does know applicant's family very well, and knows that his parents have a son by the name of RICHARD. Mr. BEACH stated that he has never heard anything derogatory in any manner to applicant's reputation or character, and stated in conclusion that merely from his knowledge of applicant's family, and not from any personal knowledge of applicant himself, he would recommend applicant SMITH for employment by the Bureau.

Mr. ROBERT DAVIS, Postmaster of the Lincoln Post Office, advised that he had been personally acquainted with applicant SMITH for a period of approximately ten years or more, and that during the Christmas rush seasons at the Post Office during the years 1936-1937 and 1939, applicant SMITH had been employed under him as a clerk. Mr. DAVIS explained that in 1936 applicant SMITH's work had consisted merely of the delivery of special delivery letters and other rush mail of a similar type. However, during the Christmas seasons of 1937 and 1939, applicant had been employed as a clerk whose main duty consisted of arranging letters which had been dropped piecemeal into a mail drop box, in such a manner that the stamps thereon could be cancelled rapidly, and without any further rearrangement. Applicant's rate of remuneration for these periods of employment was 65¢ an hour, and during these period of employment Mr. DAVIS stated that applicant had been under a temporary \$500.00 bond requested of all temporary postal employees, on which bond there had never been any complaint or kickback whatsoever. Mr. DAVIS expressed his belief to Agent that from his observation of applicant SMITH working under him, he believed applicant would be particularly adept at any type of office work which he undertook. Applicant's character, reputation and honesty are above reproach, Mr. DAVIS advised, and he would not hesitate to recommend applicant for employment by the Bureau.

Mr. DAVIS exhibited to Agent the employment records for applicant during the Christmas rush seasons of 1936, 1937 and 1939, which reflected that applicant SMITH was born July 29, 1918.

Ms. DAVIS further exhibited to Agent a newspaper writeup appearing on page 8 of the Lincoln Evening Courier, Lincoln, Illinois in the Tuesday, June 11, 1940 issue, in which it was stated that applicant had been graduated from Bradley Polytechnic Institute at Peoria, Illinois the previous day, receiving a degree of Bachelor of Science. A picture and a recounting of applicant's various extra-curricula activities at Lincoln Junior College at Lincoln, Illinois and at Bradley Polytechnic Institute at Peoria, Illinois, were included within this newspaper item. Instant newspaper item was secured from Mr. DAVIS and is being enclosed herewith to the Bureau.

Mr. W. C. HANDLIN, Superintendent of Lincoln Community High School, advised that applicant SMITH had attended Lincoln Community High School from 1932 until 1936, when he had been graduated therefrom with an average grade for his four years study of approximately 83. Mr. HANDLIN advised that this was slightly above average for the school as a whole, and that applicant's courses had consisted of the regular high school curricula, with the addition of courses in bookkeeping, commercial law and typewriting. During applicant's attendance at this high school, Mr. HANDLIN advised, that he had participated in extra-curricula activities involving public speaking, debating, oratory, dramatics, singing in the high school glee club and playing in the high school band. Mr. HANDLIN further advised that during the course of applicant's attendance at this high school he had been given an intelligence test (Otis General Intelligence Test) along with approximately 750 other students, and had received a grade thereon of 114 which HANDLIN advised would place applicant within the upper one-seventh in I.Q. rating.

Mr. HANDLIN further advised that he had known applicant SMITH for approximately ten years and applicant's family for a longer period than that, and that to his knowledge applicant's character, honesty and reputation had never been questioned in the community. He further stated that applicant was a hard worker, energetic and a leader among the other students, and he had no bad habits or bad associates. Mr. HANDLIN advised that he would recommend applicant for employment by the Bureau without qualification. Applicant was further stated to have been a member of the First Baptist Church, Lincoln, Illinois.

Miss ELVIRA HOEFFNER, Secretary to the Registrar, Lincoln College (a Junior College offering study which is equivalent to the first two years of an ordinary college), advised after displaying to

Agent a copy of applicant's scholastic record, that applicant had attended Lincoln Junior College during the school year of 1936-37, during which period he had taken a course equivalent to the first year of college work. Miss HOEPFNER explained to Agent that applicant's grade average for this year of study amounted to approximately a low B or a high C, which was slightly above average in grades for this institution, and that while applicant had been in attendance here, he had participated in extra-curricula activities in dramatics, public speaking and singing in the college glee club and quartette.

Dr. WILLIAM D. COPELAND, President of Lincoln Junior College, advised that applicant was slightly above average as a student during his attendance at this institution during the scholastic year of 1936-37, and had participated in extra-curricula activities in public speaking, singing and dramatics, but no athletics. Dr. COPELAND advised that applicant's honesty, character and reputation were above reproach and that no disciplinary action had been taken against him in any manner during the course of his attendance at this institution. Dr. COPELAND stated that he considered applicant to be above average in ability, and to have a pleasing personality when he desired to make a favorable impression upon people. However, Dr. COPELAND advised that applicant had not been particularly popular among his fellow students nor among the faculty while attending this college, because he seemed to have the attitude that he was a little better than the college he was attending. Dr. COPELAND advised that as a student he had even considered applicant to have been slightly disloyal to Lincoln Junior College. However, Dr. COPELAND advised that this was probably attributable solely to applicant being under the influence of his mother, whose local political influence and grasping attitude had probably caused applicant to seek remission of his tuition at this institution because of his participation in the activities of the college choir. However, despite those criticisms of applicant, Dr. COPELAND stated that he believed he would make a satisfactory employee and that he would recommend him for employment by the Bureau.

Mrs. JAMES EBBERLY, cashier of Sears, Roebuck and Company, advised that applicant SMITH had been employed as a clerk in this store at the rate of 25¢ an hour, for the five Saturdays prior to December 25, 1938. Mrs. EBBERLY advised that she did not know applicant personally very well, but that he had been a satisfactory employee, and that from her knowledge of him she would say that his honesty, reliability, reputation and character were above reproach. Mrs. EBBERLY stated that she would recommend applicant for employment by the Bureau.

Mr. TONY LAWLER, 809 East Broadway, Foreman of an Illinois State Highway Maintenance gang, advised that applicant SMITH had been employed under him during the summer of 1938 as a truck driver for his Highway Maintenance Gang. Mr. LAWLER stated that applicant was a very willing worker, was not lazy in any manner, but that applicant was not used to heavy manual labor. Applicant had received a remuneration at the rate of 50¢ an hour, or \$4.00 per day, during this period of employment, and from his knowledge of applicant he would say that he was honest, reliable, a good worker, was well liked and enjoyed a good reputation and character in the community. Mr. LAWLER stated that he would recommend applicant for employment by the Bureau.

Mr. AUGUST KAVELMAN, 118 South College Street, a foreman of an Illinois State Highway Maintenance gang, advised that he had known applicant for a period of approximately fifteen years and that applicant had been employed under him as a laborer on one of his Highway Maintenance gangs during the summer of 1937 at the rate of 50¢ per hour. Applicant was a perfectly satisfactory employee, he advised, and a very willing worker but not used to heavy manual labor, and because of his physique really not capable of swinging a sledge hammer or handling a shovel. However, he stated applicant had a very pleasing personality, was ambitious, and his honesty, character and reputation were above reproach. Mr. KAVELMAN stated he would recommend applicant for employment by the Bureau.

Mr. BENJAMIN H. AWE, 302 West Kickapoo Street, and another foreman of an Illinois State Highway Maintenance gang, advised that applicant had worked as a laborer under him during the summers of 1938 and 1939, during which periods of employment applicant had been assigned to driving a highway truck. Applicant's rate of remuneration was 50¢ an hour for this employment. Mr. AWE stated that applicant was a willing worker, reliable, energetic and that while he was not used to heavy manual labor or physically capable of it, that he was not lazy at all. Applicant's character, reputation and honesty were good, Mr. AWE stated, and he added that he would unhesitatingly recommend him for employment by the Bureau.

Mrs. ROBERT MOORE, 329 Seventh Street, which is next door to applicant's home, advised that she had known applicant for approximately one year, which was the period that she had lived next door to applicant's family. Mrs. MOORE stated that applicant had a very pleasing personality, that he was not obnoxious in any manner to the neighbors and that she believed his character, reputation and general standing to be very good. Mrs. MOORE stated that she would recommend applicant for employment by the Bureau.

Mrs. KATHERINE GIBSON, 321 Seventh Street, which is also next door to applicant's home, advised Agent that she has known applicant for slightly over 21 years, having been present with applicant's mother on the occasion when applicant was born. Mrs. GIBSON stated that applicant SMITH was a very excellent young man, enjoying a good character and reputation, was religious, had no bad habits or associates, and impressed her as being intelligent and having a very pleasing personality. Mrs. GIBSON stated that she would unhesitatingly recommend applicant for employment by the Bureau.

While Agent was engaged in making this neighborhood investigation Mrs. GIBSON pointed applicant SMITH out to Agent, and he was observed next door in work clothes engaged in the work of washing the house. From Agent's personal observation of applicant SMITH, the impression was gathered that he was a clean-cut looking young man and was industrious and energetic.

Reverend GEORGE W. TERJUNG, 320 Eighth Street, pastor of the First Baptist Church in Lincoln, Illinois, advised that he had known applicant for about three and a half years, the period of his pastorate in this church, of which applicant SMITH was a member. Reverend TERJUNG advised that while applicant was in Lincoln during the periods of his return from college at Peoria, Illinois, he was averagely faithful to the church of which he was a member. Applicant is intelligent, alert and energetic according to Reverend TERJUNG, and he enjoys a good reputation for character and honesty. Reverend TERJUNG advised that he would unqualifiedly recommend applicant for employment by the Bureau.

Officer GEORGE SELLERS, Lincoln Police Department, advised after a search through his records that applicant SMITH had never been arrested by this department, and had never been in trouble of any kind. Officer SELLERS advised from his own personal knowledge that applicant enjoyed a good reputation in the community and that so far as known to him his honesty and character were above question.

Mr. D. C. LOWE, Secretary of the Lincoln Chamber of Commerce located in the Lincoln City Hall, advised that his organization is the only credit rating agency in the city of Lincoln, Illinois, and further stated after a search through the credit records at his disposal that applicant SMITH did not have any credit rating whatsoever.

The following investigation was conducted by Special Agent LEO J. KENNEDY;

AT PEORIA, ILLINOIS

Mr. ASA CARTER, Registrar of Bradley Polytechnic Institute,

produced records of that institution which reflected that SMITH, giving Lincoln, Illinois as his place of birth and July 29, 1918, as the date thereof, entered Bradley on September 16, 1937 with 29 credit hours from Lincoln College, Lincoln, Illinois, and that he graduated with a Bachelor of Science Degree on June 10, 1940. SMITH's ranking was not indicated, but Mr. CARTER estimated that applicant would occupy a position near the first quarter. He occupied position 62 in a class of 148 during the semester ending in February, 1940.

The records further disclosed that SMITH majored in social sciences and that these were his best subjects. His next highest marks were attained in the subject "Speech". Mr. CARTER, analyzing SMITH's marks, stated that they were uniform throughout his three years attendance and that they indicated a slightly upward trend. It was the further opinion of Mr. CARTER that SMITH was slightly above average in each of his three years. Mr. CARTER thought that applicant might have been rated even higher if the necessity of working after school hours had not affected his opportunities for study.

A report of physical examinations annexed to the record reflected that in September, 1937, SMITH was found to have had four bad teeth and a hernia, but that upon being examined in 1939 the defective teeth had been corrected and the hernia had disappeared.

The records did not set forth applicant's extra-curricula activities, but according to Mr. CARTER, SMITH was ordinarily active, seeming to be most interested in dramatics. According to Mr. CARTER and as verified by the 1940 year book, SMITH was president of the senior class. He was also a member of Beta Phi Theta fraternity. Mr. CARTER advised that this is a recognized and reputable fraternity.

Further information from Mr. CARTER was that SMITH, whose family he had known for practically the entire lifetime of applicant, had been encouraged by Mr. CARTER to seek a position with the Bureau. Mr. CARTER regarded SMITH as very intelligent, dependable and trustworthy, and had noted that applicant was popular with and a leader among his fellow students. SMITH's habits and morals were of the best, in Mr. CARTER's opinion. In answer to the question as to his attitude towards recommending applicant, Mr. CARTER said that he would do so without reservation.

Doctor CLARA KREFTING, professor of speech at Bradley Polytechnic Institute, whose home is at 614 Bradley Avenue, stated that her acquaintance with applicant was limited to the three years during which he attended Bradley. During that time, Doctor KREFTING had instructed him in the fundamentals of Speech, Extemporaneous Speaking, Oral Interpretation of Literature, Radio Speaking and Radio Writing. She also had frequent contact with him in play production and dramatics. As a result

Doctor KREFTING felt that she was in a position to render an opinion as to applicant's character and ability. She said that he excelled in dramatics and took prominent parts in several dramatic presentations. He was always willing to contribute his services in these activities. SMITH possessed an independence of thought, but was nevertheless not stubborn. His manner was pleasant and he had a gift for approaching people easily. SMITH's popularity with his fellow students was attested by the fact that he was president of the senior class and of his fraternity. He was a prominent member of the Debating Team and an active member of the Round Table Discussion Group. As a result of his interest in dramatics and oratory, SMITH had been elected to membership in national honorary groups in both of these activities. Doctor KREFTING readily recommended SMITH's appointment.

Several neighbors of applicant's residence at the Beta Phi Theta fraternity house, 178 Fredonia Street, who were approached concerning their knowledge of SMITH advised that in view of the fact that approximately twenty-two boys lived at the house, they knew none of them personally. However, they all stated that the house had a good reputation and that the behaviour of the occupants was uniformly good.

Mrs. BILLIE FLICKER, clerk in the offices of the Peoria Merchants Association, 317 South Jefferson Street, and Miss MARGARET GUINAN of the Retail Credit Company, Alliance Life Building, both advised that there was no record in the files of their companies pertaining to SMITH.

Lieutenant GEORGE KARL of the Police Department was unable to find any record referring to SMITH in the police files.

ENCLOSURES

TO THE BUREAU: One newspaper clipping and picture, Lincoln Evening Courier, Lincoln, Illinois, Tuesday, June 11, 1940, showing Richard W. Smith and an account of his graduation from Bradley College, Peoria, Illinois

UNDEVELOPED LEADS

THE WASHINGTON FIELD OFFICE, at Washington, D. C. will cover the lead set out in reference Bureau letter to the Washington Field Office.

THE CHICAGO, FIELD DIVISION, at Chicago, Illinois, will cover the lead set out in reference teletype from Washington Field Office to Chicago.

THE ST. PAUL FIELD DIVISION, at Minneapolis, Minnesota, will conduct the investigation requested in reference telegram from Chicago to the St. Paul Office.

PENDING

Federal Bureau of Investigation
United States Department of Justice

DNM
67-144950

Washington, D. C.
BRIEF OF INVESTIGATION

June 20, 1940

RE: RICHARD WARREN SMITH
Messenger Applicant

Typing Test: 82½%

Age: 21
Single

B.S. - Bradley Polytechnic Inst.

EDUCATION

Lincoln High School, Lincoln,
Ill., 1932-1936

Applicant graduated with an average of approximately 83,, which was slightly above average. Mr. Handlin, Superintendent, stated applicant was a hard worker, energetic and a leader among the other students. He recommended applicant.

Lincoln Junior College, Ill.,
1936-1937

Applicant's grade average amounted to approximately a low B or a high C, which was slightly above average. Dr. Copeland, President, stated applicant had participated in extra-curricular activities in public speaking, singing and dramatics, but no athletics. He stated applicant was above average in ability, and had a pleasing personality when he desired to make a favorable impression upon people. However, he advised that applicant had not been particularly popular among his fellow students nor the faculty, because he seemed to have the attitude that he was a little better than the college he was attending. Dr. Copeland stated that as a student he had even considered applicant to have been slightly disloyal to Lincoln Junior College. However, Dr. Copeland advised that this was probably attributable solely to applicant being under the influence of his mother, whose local political influence and grasping attitude had probably caused applicant to seek remission of his tuition at this institution because of his participation in the activities of the college choir. However, despite these criticisms of applicant, Dr. Copeland stated he believed applicant would make a satisfactory employee and that he would recommend him for employment by the Bureau.

Bradley Polytechnic Institute,
Peoria, Ill., 1937-1940, B.S.

Applicant majored in social sciences and these were his best subjects. His next highest marks were attained in "Speech". Mr. Carter, Registrar, stated applicant's marks were uniform throughout his three years and they indicated a slightly upward trend. He stated applicant was slightly above average in each of his three years. He thought that applicant might have been rated even higher if the necessity of working after school hours had not affected his opportunities for study. Mr. Carter stated applicant is very intelligent, dependable and trustworthy, and was popular with and a leader among his fellow students. He recommended applicant. Dr. Krefting, professor of speech, stated applicant excelled in dramatics; that he possessed an independence of thought, but was nevertheless not stubborn; that he had a gift for approaching people easily; and his popularity with his fellow students was attested by the fact that he was president of the senior class and of his fraternity. Dr. Krefting recommended applicant. A report of physical examinations reflected that in September 1937 applicant was found to have had four bad teeth and a hernia, but that upon being examined in 1939 the defective teeth had been corrected and the hernia had disappeared.

.....	(action desired) <i>Applicant sent to [unclear] 6/24/40</i> <i>6/27</i>	RECORDED Routed..... Searched..... Serialized..... Checked..... Filed.....	67-144950-17 (file number) JUN 22 A.M. (date stamp) CHIEF CLERK PERSONNEL (routing stamp)
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EXPERIENCE

Ill. State Highway Maintenance
Dept., Lincoln, Ill., Laborer,
Summers 1937, 1938 and 1939

Mr. Lawler, foreman, stated applicant was a very willing worker, was not lazy in any manner, but that he was not used to heavy manual labor. He recommended applicant. Mr.

Kavelman, foreman, stated applicant was a perfectly satisfactory employee, and a very willing worker but not used to heavy manual labor, and because of his physique really not capable of swinging a sledge hammer or handling a shovel. However, he stated applicant had a very pleasing personality, was ambitious, and he recommended applicant. Mr. Awe, foreman, stated that applicant was a willing worker, reliable, energetic and that while he was not used to heavy manual labor or physically capable of it, that he was not lazy at all. Mr. Awe recommended applicant.

Sears, Roebuck & Co., Lincoln,
Ill., Clerk, Dec. 1938

Mrs. Ebberly, cashier, stated applicant was employed for the five Saturdays prior to December 25, 1938; that he had been a satisfactory employee, and she recommended applicant.

Post Office, Lincoln, Ill.,
Clerk, Dec. 1938 and 1939 (as
on appl.)

Mr. Davis, Postmaster and a reference, stated applicant was employed during the Christmas rush seasons during the years 1936, 1937 and 1939; that he believed applicant would be particularly adept at any type of office work which he

undertook. Mr. Davis recommended applicant.

REFERENCES

Judge L.B. Stringer, Logan Co. Crt.,
Virgil Rimmerman, Supt., Old Age
Assistance, Public Welfare,
Edwin Wheelwright, Mgr., Stationery
Stock Room, Ill. Comm. Tele. Co.,
W.E. Beach, owner, Ill. Independent
Oil Co.,
Robert Davis, (see exp.),
Dr. Clara Krefting, (see educ.),
W. C. Handlin, (see educ.), all
Lincoln, Ill.,
Geo. W. Kimball, Asst. Sec'y. in
Chg. of Finance, Internat'l.
Kiwanis Assoc., Minneapolis, Minn.

Mr. Kimball, Judge Stringer, Mr. Rimmerman, Mr. Handlin, Mr. Davis, and Dr. Krefting recommended applicant. Mr. Rimmerman stated applicant's mother is Logan County Chairman of the Democratic Party and active in county politics. Mr. Wheelwright stated applicant's reputation, character and honesty are above reproach; however, he stated he could not recommend applicant for employment and if he were in the position of a businessman with a job open for which applicant had applied, that he would not hire applicant, but rather would give the position to some other boy whom he knows to be ambitious and energetic and who has an incentive. Mr. Wheelwright explained this statement by the fact that several times while visiting applicant's parents he has observed applicant's father doing various jobs of manual labor about the home, when applicant was present at

the home but was not helping his father. He further explained that to his knowledge he does not believe that applicant has ever been employed in his spare time, except as a clerk at the Post Office during Christmas rush seasons and further stated his belief that applicant had not taken part in any part time work during his career at Bradley Polytechnic Institute at Peoria, which would have helped defray the expenses of his college years there. Mr. Wheelwright advised, however, that he knew that applicant had a very pleasing personality and he was not recommending him for employment merely for his knowledge and belief that applicant was not particularly energetic. Mr. Wheelwright admitted, however, that he had never employed applicant, nor talked to any of his employers. Mr. Beach is a very old man of approximately 85 years. He advised that he did not know applicant personally, at all, and would be unable to recognize him if he should meet him on the street. However, he stated he does know applicant's family very well, and knows they have a son by the name of Richard. He stated he has never heard anything derogatory in any manner to applicant's reputation or character, and stated that merely from his knowledge of applicant's family, and not from any personal knowledge of applicant, he would recommend applicant.

RELATIVES IN GOVERNMENT SERVICE

Lucile F. Smith, (Mother), Old
Age Assistance Bur., Div. of
Public Welfare, Lincoln, Ill.
Capt. Everett D. Peddicord,
(Cousin), Puerto Rico

Employed as an investigator and clerk since 1936.

Presently attached to the 51st Coast Artillery at Fort
Buchanan, Puerto Rico.

MEMBER OF ORGANIZATIONS

Beta Phi Theta Fraternity, Pi Kappa Delta Fraternity, Theta Alpha Phi Fraternity

MISCELLANEOUS

Neighborhood investigation

Favorable. While Investigating Agent was conducting the
neighborhood investigation he observed applicant in work
clothes engaged in the work of washing the house. From Agent's personal observation of appli-
cant, the impression was gathered that he was a clean-cut looking young man and was industrious
and energetic.

Born July 29, 1918, Lincoln, Ill.

Verified by school records.

Personal Interview with Ass't.

SAC J. E. Thornton, March 2, 1940

States applicant presents a good appearance, was dressed in
a conservative manner, and appears to have good health. He
stated he intends to study law, and is very anxious to

obtain a position in the Bureau as a messenger or clerk in order that he may attend law school,
with the hope that he may later be considered for the position of Special Agent. He advised
that at the present time he is unable to pass the typing test. It is believed that applicant
would make a valuable employee, and in the event he later passes the typing test, it is
suggested that favorable consideration be given to his application.

Personal Interview with SAC

J. E. Thornton, May 11, 1940

States applicant presents a good appearance, and was
neatly dressed. Mr. Thornton recommends applicant for
consideration as he has a good appearance, and it is

believed that due to his ambition and aggressiveness, he would develop into a valuable Bureau
employee.

OUTSTANDING ENDORSERS

Senator Scott W. Lucas

Applicant's physical report shows his eyes as normal without glasses; and he is recommended
for arduous physical exertion.


W. R. Glavin

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

BEW
67-144950

June 19, 1940

To: COMMUNICATIONS SECTION.

Transmit the following message to: SPRINGFIELD

EXPEDITE INVESTIGATION PENDING RICHARD W. SMITH, MESSENGER APPLICANT.

HOOVER

JUN 20 1940
REC'D 1940

67-144950-18

JUN 21 1940

ca K

BM

Mr. Tolson.....
Mr. Clegg.....
Mr. Foxworth.....
Mr. Ladd.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Egan.....
Mr. Glavin.....
Mr. Nichols.....
Mr. Hendon.....
Mr. Rosen.....
Mr. Tracy.....
Miss Gandy.....

SENT VIA

FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION

JUN 19 1940

WESTERN UNION

842
P M

Per

78

FEDERAL BUREAU OF INVESTIGATION

Form No. 1

THIS CASE ORIGINATED AT

SPRINGFIELD, ILLINOIS

FILE NO. 67-9768

REPORT MADE AT WASHINGTON, D. C.	DATE WHEN MADE 6/17/40	PERIOD FOR WHICH MADE 6/14/40	REPORT MADE BY GUY HOTTEL REA:JDIF
TITLE RICHARD WARREN SMITH			CHARACTER OF CASE APPLICANT - MESSENGER

SYNOPSIS OF FACTS:

Applicant's cousin, Captain EVERETT D. PEDDICORD is attached to 51st Coast Artillery, Fort Buchanan, Puerto Rico.

- RUC -

REFERENCE:

Bureau letter to the Washington Field Division dated June 11, 1940. (Bureau file 67-144950).

DETAILS:

AT WASHINGTON, D. C.

The following investigation was conducted by special employee attached to the Washington Field Division:

Mr. RICHARD F. DOOLAN, information clerk, Adjutant General's Office, War Department, disclosed that Captain EVERETT D. PEDDICORD, applicant's cousin, is presently attached to the 51st Coast Artillery at Fort Buchanan, Puerto Rico, and that PEDDICORD was formerly a Lieutenant stationed at Fort Monroe, Virginia.

- REFERRED UPON COMPLETION TO THE OFFICE OF ORIGIN -

APPROVED AND FORWARDED <i>[Signature]</i> SPECIAL AGENT IN CHARGE	DO NOT WRITE IN THESE SPACES 19 JUN 26 1940 JUN 19 1940 CHIEF CLERK
COPIES OF THIS REPORT 3-Bureau 2-Springfield 2-Washington Field	

b6
b7C

FEDERAL BUREAU OF INVESTIGATION

Form No. 1

THIS CASE ORIGINATED AT

SPRINGFIELD, ILLINOIS

FILE NO.

67-947

REPORT MADE AT St. Paul, Minnesota	DATE WHEN MADE 6/17/40	PERIOD FOR WHICH MADE 6/15/40	REPORT MADE BY W. M. SIRENE GK
TITLE RICHARD WARREN SMITH			CHARACTER OF CASE APPLICANT - MESSENGER

SYNOPSIS OF FACTS:

GEORGE W. KIMBALL, a reference, advises applicant a young man of excellent character, conscientious, trustworthy, and desires position as Messenger to enable him to study law and eventually become a Special Agent.

-- RUC --

REFERENCE:

Telegram from Chicago Field Office dated 6/14/40.

DETAILS:

AT MINNEAPOLIS, MINNESOTA

Agent interviewed MR. GEORGE W. KIMBALL, Assistant Secretary in Charge of Finance, International Kiwanis Association, Parlor X, Nicollet Hotel, a reference, who advised that he had known applicant since about 1918 and that he was also well acquainted with his father ARTHUR SMITH who resides at Springfield, Illinois and has a position as an Agent with some railroad there. MR. KIMBALL stated that he has watched applicant closely during his life and that he is personally interested in seeing him succeed.

APPROVED AND FORWARDED: <i>J. H. Redmond</i>	SPECIAL AGENT IN CHARGE	DO NOT WRITE IN THESE SPACES
COPIES OF THIS REPORT 3--Bureau 2--Springfield 2--St. Paul		67-947-20 JUN 26 1940

67--947

He stated that applicant is a college graduate and apparently is eager to obtain some position which would enable him to continue with his education such as the study of law and eventually become a Special Agent of the Federal Bureau of Investigation. MR. KIMBALL said that he believes applicant is a conscientious young man and is thoroughly trustworthy and qualified to hold a position of trust. He further stated that he would not hesitate to employ applicant for a position of trust if he were in a position to do so.

He also stated that he has never heard any disparaging remarks against the character of applicant and has never known him to indulge in intoxicating liquor.

-- REFERRED UPON COMPLETION TO THE OFFICE OF ORIGIN --

FEDERAL BUREAU OF INVESTIGATION

Form No. 1

THIS CASE ORIGINATED AT **SPRINGFIELD, ILLINOIS**

Chicago FILE NO. **67-2825**

REPORT MADE AT Chicago, Illinois	DATE WHEN MADE 6/25/40	PERIOD FOR WHICH MADE 6/14/40	REPORT MADE BY F. S. PENNY FSP/ehc
TITLE RICHARD WARREN SMITH			CHARACTER OF CASE APPLICANT - MESSENGER

SYNOPSIS OF FACTS:

Reference **GEORGE W. KIMBALL** to be at Kiwanis Executive Offices, Parlor K, Hotel Nicollet, Minneapolis, Minnesota, through June 24th.

RUC.

REFERENCE:

Teletype from Bureau to Chicago Field Office June 11, 1940; Telegram from Chicago Field Office to St. Paul Field Office June 14, 1940.

DETAILS:

At Chicago, Illinois.

At the office of the Kiwanis International, 520 North Michigan Boulevard, MISS STONE advised that **GEORGE W. KIMBALL** was presently in Minneapolis, Minnesota, and could be located at the Kiwanis Executive Offices, Parlor K, Hotel Nicollet.

In view of the fact that reference teletype from the Bureau requested a report by June 17th the St. Paul Field Office was advised of the above facts in reference telegram dated June 14, 1940.

REFERRED UPON COMPLETION TO OFFICE OF ORIGIN.

APPROVED AND FORWARDED: <i>[Signature]</i>	SPECIAL AGENT IN CHARGE	DO NOT WRITE IN THESE SPACES
COPIES OF THIS REPORT ③ Bureau 2 Springfield 2 St. Paul (inf.) 2 Chicago		21

LHM
67-144950

June 24, 1940

Honorable L. B. Stringer
Judge
Logan County Court
Lincoln, Illinois

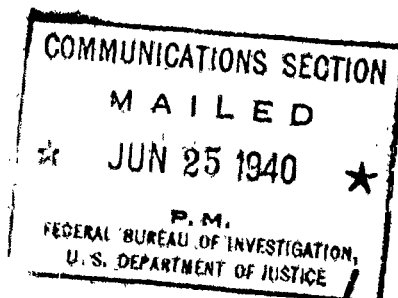
My dear Judge Stringer:

I am indeed pleased to inform you that an appointment to the position of Messenger in the Federal Bureau of Investigation has been tendered to Mr. Richard W. Smith of Lincoln, who gave your name as a reference in connection with his application.

With kindest regards,

Sincerely yours,

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____



LWM
67-144950

June 24, 1940

Mr. Richard W. Smith
325 Seventh Street
Lincoln, Illinois

Dear Mr. Smith:

You are hereby offered an appointment as a Messenger in the Federal Bureau of Investigation, United States Department of Justice, in grade CU 3, with salary at the rate of \$1200 per annum.

It is requested that you advise this office immediately if the appointment is accepted. If so, it will be necessary for you to report to the office of the Chief Clerk of the Federal Bureau of Investigation, Room 5519 United States Department of Justice Building, Pennsylvania Avenue between 9th and 10th Streets, Northwest, Washington, D. C., for oath of office and assignment at 9:00 A. M. on

July 1 or 8, 1940.

In the event this appointment is accepted by you, upon your reporting for duty you will be assigned to hours from 3:30 P. M. to 11:00 P. M. on week days and from 12 o'clock noon to 4:00 P. M. on Saturdays. Should it not be possible to assign you to such hours immediately upon your reporting for duty and you are assigned to the regular office hours of from 9:00 A. M. to 4:30 P. M., after a period of training, you will be assigned to the evening hours as aforementioned.

Subsequent to your entry on duty you will be afforded an additional physical examination by a Federal Medical Officer at Washington, D. C., and in the event the examination reflects that you are not capable of performing strenuous duties, or that your vision or color vision is not normal, this appointment will be immediately cancelled. For your information, this Bureau's standards require uncorrected vision of no less than 20/40 in one eye and 20/50 in the other eye, corrected with glasses to normal vision of 20/20.

This letter, which should be considered strictly confidential and given no publicity, should be presented when you report for duty. You should also bring with you a recent face photograph of yourself approximately three by four inches in size.

COMMUNICATIONS SECTION

MAILED

★ JUN 26 1940 ★

P. M.

CC: Mr. Ladd
Typing Tests: [initials]
FEDERAL BUREAU OF INVESTIGATION,
U. S. DEPARTMENT OF JUSTICE

Sincerely yours,

John Edgar Hoover
Director

23

[Handwritten initials]

LMM
67-144950

June 24, 1940

Mr. Asa Carter
Registrar
Bradley Polytechnic Institute
Peoria, Illinois

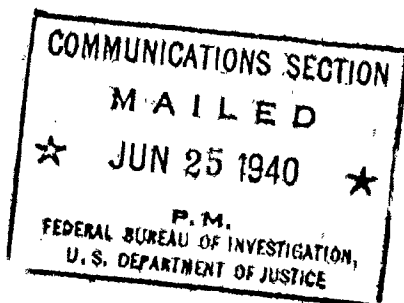
Dear Mr. Carter:

I am indeed pleased to inform you that an appointment to the position of Messenger in the Federal Bureau of Investigation has been tendered to Mr. Richard W. Smith of Lincoln, Illinois, in whom you expressed an interest.

With kindest regards,

Sincerely yours,

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____



BRADLEY GRADUATE



Mr. and Mrs. A. C. Smith and family have returned from Peoria where they spent the week-end attending activities connected with the graduation of their son, Richard W. Smith. Mr. Smith was president of the graduating class of 157 students at Bradley College. He received his degree of Bachelor of Science.

After receiving recognition in music and dramatics at Lincoln high school and later at Lincoln College, he matriculated at Bradley. During his sophomore year he was elected vice president of Beta Phi Theta national social fraternity, treasurer of the sophomore class, a member of the board of control, members of the debate team and elected to Pi Kappa Delta national debate and speech fraternity. In his junior year Mr. Smith was elected president of the Beta Phi Theta and Pi Kappa Delta fraternities and was elected by the class to be the junior prom king. Mr. Smith also belongs to the Mask and Gavel Club and the Theta Alpha Phi (having played leading roles in Tovarich, Under the Gas-Light, Winterset, Holiday and Yellow Jacket). At the close of school activities this year Mr. Smith was chosen by the students as a distinctive senior. He plans to continue to study law.

P. 8.
TUESDAY, JUNE 11, 1940

FEDERAL BUREAU OF INVESTIGATION

From: Chief Clerk's Office Room 5513

June 24, 1940

To: ☒ Director
~~xxx~~ Mr. Tolson
_____ Mr. Glavin
_____ Mr. Tracy
_____ M _____

FOR APPROVAL TO GO OUT

Appointment, MR. RICHARD W. SMITH, CU 3, \$1200
Messenger, Identification Division.

Endorsed for appointment by Senator Scott W.
Lucas from Illinois (D). ✓

Honorable L. B. Stringer, Judge, Logan County
Court, Lincoln, Illinois and
Registrar Asa Carter of the
Bradley Polytechnic Institute,
Peoria, Illinois, recommended
applicant.

Mr. Tolson ☒
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Coffey _____
Mr. Egan _____
Mr. Glavin ☒
Mr. Laughlin _____
Mr. Harbo _____
Mr. Lester _____
Mr. Hendon _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

CC-186

W. R. Glavin

LAM
67-144953

June 24, 1940

Honorable Scott W. Lucas
United States Senate
Washington, D. C.

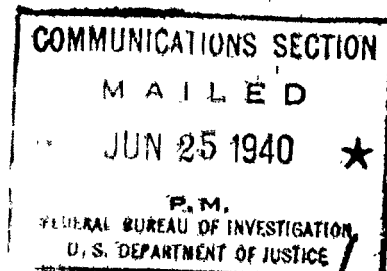
My dear Senator:

I am indeed pleased to inform you that an appointment to the position of Messenger in the Federal Bureau of Investigation has been tendered to Mr. Richard W. Smith of Lincoln, Illinois, in whom you expressed an interest.

With expressions of my highest esteem and best regards,

Cordially yours,

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____



POSTAL

FEDERAL BUREAU OF INVESTIGATION
U. S.
1900 BANKERS' BUILDING
CHICAGO, ILLINOIS

C H A R G E

JUNE 14, 1940

L. H. RICHMOND
FBI JUSTICE
404 NEW YORK BUILDING
ST. PAUL, MINNESOTA

RICHARD WARREN SMITH, MESSENGER APPLICANT. REFERENCE GEORGE W.
KIMBALL, KIWANIS EXECUTIVE OFFICES, PARLOR K, HOTEL NICHOLETTE,
MINNEAPOLIS. BORN LINCOLN, ILLINOIS, JULY TWENTY NINTH, NINETEEN
EIGHTEEN, SINGLE. BUREAU REQUESTS REPORT BY JUNE SEVENTEEN. SPRINGFIELD
ORIGIN.

DEVEREAUX

FSP:FC

CC BUREAU ✓

SPRINGFIELD

67-2825

17-1441-50 26

FEDERAL BUREAU OF INVESTIGATION	
2	JUN 15 1940
U. S. DEPARTMENT OF JUSTICE	

325 Seventh Street
Lincoln, Illinois
June 28, 1940

Director John Edgar Hoover
Federal Bureau of Investigation
United States Department of Justice
Washington, D.C.

Dear Mr. Hoover:

I received your letter of June 24, on June 27,
regarding my appointment as a Messenger in your bureau.

I accept the position of Messenger so graciously
offered me. I hope that I may be able to do something
worthwhile and worthy of a position in your department.

It is my plan to arrive in Washington on the
day of July 6, 1940.

Please accept my gratitude for your consideration.

Sincerely yours,

Richard W. Smith

*Rec'd to Dept
7-1-40 WRS*
RECORDED
JUL 15 1940

67-144950-27	
FEDERAL BUREAU OF INVESTIGATION	
JUL 8 1940	
Routed ☒	Recorded ☒
Searched ☒	Checked ☒
Numbered ☒	Filed ☒

WRS

CHIEF CLERK

PC
67-144950

FEDERAL BUREAU OF INVESTIGATION

Mr.
Miss
Mrs.

Mr. Richard T. Smith

Date July 1, 1940

New appointment

☒

Transfer

☐

Promotion

☐

Separation

☐

PRESENT STATUS

1. Title:

2. Grade:

3. Salary:

4. Seat of Government:
Field:

☐
☐

5. Division:

6. Appropriation:

PROPOSED ACTION

7. Title: Messenger

8. Grade: CU 3

9. Salary: \$1.00 per annum

10. Seat of Government:
Field:

☒
☐

11. Division: Division Two
Identification Division
With entry on duty

12. Appropriation: "Salaries and Expenses, F I"

13. Effective:

14. Position:

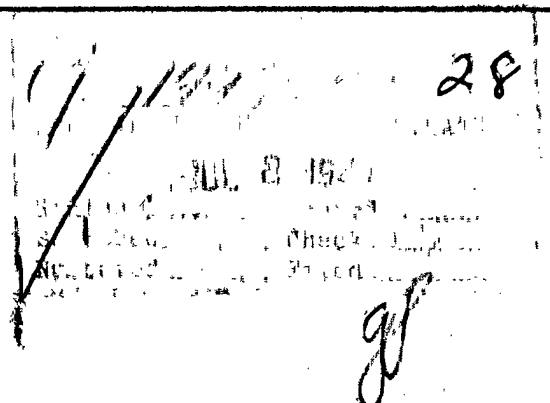
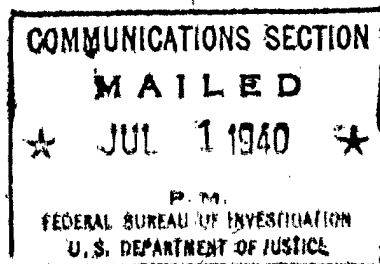
Additional: Robert Sullivan -
Vice: transferred
Identical:

15. Remarks:

Recommended for appointment as Messenger.

Respectfully submitted,

Director, Federal Bureau of Investigation
(Title)



Bradley Polytechnic Institute
Deoria, Illinois

OFFICE OF THE REGISTRAR

July 9, 1940

Mr. J. Edgar Hoover, Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Mr. Hoover:

Your letter of June 24 concerning the appointment
of Richard Smith of Lincoln, Illinois has been received.

It gives me pleasure to know that he has this
opportunity of working with you, and I hope that he will be
of service to you and prove a credit to Bradley.

Thank you for your kindness to our Bradley students.

Sincerely yours,

Asa Carter
Asa Carter, Registrar

AC:DA

AUG 1 1940

RECORDED

67-144950-29

JUL 12 1940

CHF. CLK. *W. J. H.*
PERSONNEL

(Present address) 1812 K Street

(Date) July 8, 1940

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

In accepting an appointment to a position in the Federal Bureau of Investigation, United States Department of Justice, I hereby agree that I will be governed by the following provisions:

1. That my retention in the Bureau will be contingent upon the performance of satisfactory services.
2. That the confidential character of the relations of the employees of the Federal Bureau of Investigation with the public, and with each other, is fully understood by me.
3. That the strictly confidential character of any and all information secured by me in connection, directly or indirectly, with my work as an employee of this Bureau, or the work of other employees of which I may become cognizant, is fully understood by me.
4. That neither during my tenure of service with the Federal Bureau of Investigation, nor at any time, will I violate this confidence, nor will I divulge any information of any kind or character whatsoever that may become known to me to persons not officially entitled thereto.

I further certify that the conditions specified herein are agreeable to me, and that I am entering on duty as an employee of the Federal Bureau of Investigation with a full knowledge of the conditions above set forth.

Very truly yours,

RECORDED

Richard W. Smith
Signature and Title of Position

Messenger

Subscribed and sworn to before me this

day 8th of July, A.D. 1940

Wm. C. Jackson
Notary Public

CC-70

JUL 13 1940

July 17, 1940

**MEMORANDUM FOR MR. T. D. QUINN
THE ADMINISTRATIVE ASSISTANT TO THE ATTORNEY GENERAL**

This is to advise you that the following individuals entered on duty in the Federal Bureau of Investigation on the dates indicated:

Richard W. Smith	Messenger	July 8, 1940
	Messenger	July 1, 1940
	Messenger	July 1, 1940
	Junior File Clerk	July 8, 1940
	Messenger	July 1, 1940

b6
b7C

Oaths of office have been received from the above employees.

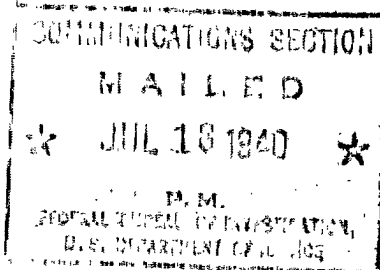
Very truly yours,

John Edgar Hoover
Director

RECEIVED-DIRECTOR
JUL 17 5 10 PM '40

31

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____



JUL 24

Handwritten initials/signature

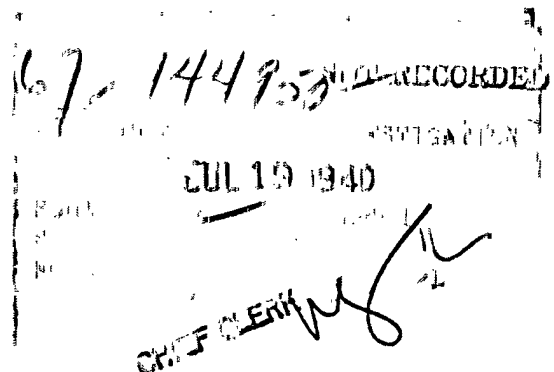
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.
July 11, 1940

MEMORANDUM

A search of the files of this Division
fails to disclose any record of Richard Warren Smith,
employee, whose fingerprint card has been
retained here. The fingerprint classification
in this case is 17 L 1 T--t
M 1 T 10.

Respectfully,


G. Tamm



JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.
August 23, 1940

JFB:FLP

Mr. Tolson.....
Mr. Clegg.....
Mr. E. A. Tamm.....
Mr. Foxworth.....
Mr. Nathan.....
Mr. Ladd.....
Mr. Egan.....
Mr. Glavin.....
Mr. Nichols.....
Mr. Hendon.....
Mr. Rosen.....
Mr. Tracy.....
Miss Gandy.....

MEMORANDUM FOR MR. LADD

Re: RICHARD W. SMITH
45-day Report
Eod 7/8/40

I interviewed this employee August 22nd inasmuch as he had completed his 45-day assignment as messenger in the Identification Division on August 17th. He is presently assigned to the duplicator room in the Typing Section, having been transferred to the day force there on August 5th.

This employee presents a neat appearance, has a fairly good approach and is personable. I believe he will develop into a good employee.

Mr. Smith advised me he is attending Georgetown Law School in the Fall and intends eventually to take the examination for Special Agent in the Bureau. He stated he is very interested in advancing in the Bureau's service. I informed him there was plenty of opportunity to do so in the event he maintained the required efficiency rating and attitude toward his work.

Respectfully,

J. F. Buckley
J. F. Buckley

RECORDED
SEP 28 1940

67 144950-32

SEP 05 1940	
Route	
Search	
Number	

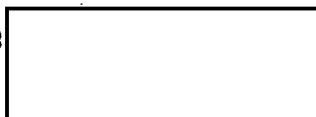
TOLSON
LADD
CHIEF CLERK

INCL: 04

August 5, 1940

MEMORANDUM FOR THE DIRECTOR

RE:



RICHARD W. SMITH //
RESENDA

b6
b7C

The above-named employees were transferred from the Messenger Force to the Typing Section Dupliator Room on August 5, 1940. They are on the day force. No change should be made in their PCB sheets until at such time as an efficiency report is submitted on them.

Respectfully,

D. H. Ladd

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Menden _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

July 1, 1940

Mr. Richard W. Smith,
Federal Bureau of Investigation,
Department of Justice.

Dear Mr. Smith:

You are hereby appointed a Messenger in the Federal Bureau of Investigation, Department of Justice, with salary at the rate of \$1200 per annum in Grade CU-3, effective with your entry on duty and payable from the appropriation for "Salaries and Expenses, Federal Bureau of Investigation," DEPARTMENTAL.

You should execute the required oath of office and personal history blank.

Respectfully,



Attorney General.

By the Attorney General:



The Assistant to the Attorney General.

b6
b7C

*file
7-16-40
wg*

I, Richard Warren Smith..... do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office ofMessenger in the Federal Bureau of Investigation, United.....States Department of Justice..... on which I am about to enter: So help me God.

(Sign here) Richard W. Smith.....

Subscribed and sworn to before me this

8th day of July..... 1940.

Wm. E. Jackson.....
Notary Public.

DATE OF ENTRY ON DUTYJuly 8, 1940.....

DATE OF BIRTHJuly 29, 1918.....

PLACE OF BIRTH*Lincoln, Illinois.....

* If foreign born, date of naturalization

LEGAL VOTING RESIDENCE 325 Seventh Street, Lincoln, Illinois

DO YOU RECEIVE AN ANNUITY UNDER THE CIVIL SERVICE RETIREMENT ACT

No
(Yes or no) file to 77-9-40 way

DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

TO OFFICIALS AND EMPLOYEES:

In order that the Department of Justice may have a complete record of its personnel, and for the information of the Congressional and City Directories, it is requested that you fill in all the blanks below and return this form to the Appointment Clerk at your earliest convenience.

NAME . Mr. Richard W. Smith
(Please Print)

TITLE . Messenger

DIVISION Federal Bureau of Investigation

ROOM NUMBER . 7639 BRANCH TELEPHONE . 216

RESIDENCE ADDRESS . . Apt. 105 1812 15 Street

RESIDENCE TELEPHONE NUMBER

DATE . July 8, 1940

*file
17-9-40
wg*

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

July 8, 1940

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

In response to Bureau communication of
November 15, 1939 concerning Departmental Circular
#3302 please be advised that I have NOT been holding
office in any political party or political club.

Very truly yours,

Richard W. Smith

Note:

If the above is answered affirmatively an
explanation follows stating whether or not you have
resigned and the date of resignation.

A

file
7-9-40
wry

07

FEDERAL BUREAU OF INVESTIGATION

Mr.
Miss
Mrs.

Date

Mr. Richard W. Smith

October 4, 1940

New appointment ☐

Transfer ☐

Promotion ☒

Separation ☐

PRESENT STATUS

1. Title: Messenger

2. Grade: CU 3

3. Salary: \$1200 per annum

4. Seat of Government: ☒
Field: ☐

5. Division: Division Two,
Identification Division

6. Appropriation: "Salaries and Expenses
F.B.I. (National Defense)"

PROPOSED ACTION

7. Title: Junior Clerk-Typist

8. Grade: CAF 2

9. Salary: \$1440 per annum

10. Seat of Government: ☐
Field: ☒

11. Division: Identification Division,

12. Appropriation: "Salaries and Expenses
F.B.I. (National Defense)"

13. Effective: Typing Section
October 16, 1940

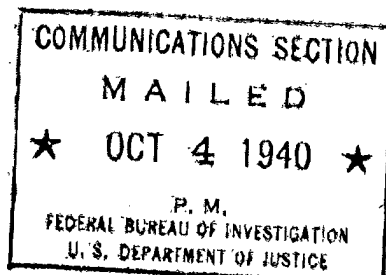
14. Position: Additional: ☐
Vice: Edgar J. Boston-transferred
Identical:

15. Remarks:

Respectfully submitted,

Director, Federal Bureau of Investigation

CC: Chief, Audit Section



67-114150-33

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

MD:EFB

October 9, 1940

MEMORANDUM FOR MR. LADD

Re: Richard W. Smith
EOD 7-8-40
To Typing Section
Duplicator Room 8-5-40

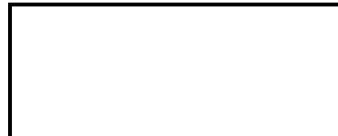
Mr. Tolson.....
Mr. Clegg.....
Mr. E. A. Tamm.....
Mr. Foxworth.....
Mr. Nathan.....
Mr. Ladd.....
Mr. Egan.....
Mr. Glavin.....
Mr. Nichols.....
Mr. Hendon.....
Mr. Rosen.....
Mr. Tracy.....
Miss Gandy.....

During the first full month of assignment the above employee had an operating average of 82.57 and an assembling average of 32.74 as compared to the room average 91.56 operating and 40.06 assembling. There were two errors charged against him.

Mr. Smith's production is quite satisfactory for the length of his assignment and there is every indication that he will accomplish the work in the Duplicator Room without difficulty. I believe that he has the ability to develop into a better than average employee.

With your permission a further report will be submitted at the expiration of 3 months or at any time before that date should Mr. Smith attain a satisfactory rating.

Respectfully,



b6
b7C

RECORDED
OCT 21 1940

167-144950-34

OCT 12 1940

[Handwritten initials]

[Handwritten signature]
TOLSON LADD CHF. CLERK

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.
October 1, 1940

MEMORANDUM FOR MR. LADD

Re: Name: Smith, Mr. Richard W.
Duplicator Operator

Section: Typing
Grade: Cu3

The following data are submitted for the above employee for the period indicated below:

<u>MONTH & YEAR</u>	<u>RELATIVE RATING</u>	<u>NET INDEX</u>	<u>ERRORS</u>	<u>TARDY</u>
1940				

EOD 7/8/40 as a Messenger.

August*	Duplicator:	-	-	-
September*	Duplicator:	-	-	2
	Card Checker:	15 out of 21	119.97	-

REMARKS

*Trainee - to Dupl. Rm. 8/5/40; errors scored from 9/5/40.

Respectfully,


Quinn Tamm

DEL:JCH

September 30, 1949

MEMORANDUM FOR THE DIRECTOR

RE:



RICHARD W. WHITE

TRANSFERS FROM MISSOURI TO CLEVER

b6
b7C

It is suggested that the "CE" sheets on the above employees be changed to show their new work as clerks in Grade GS-2.

Respectfully,

D. W. Ladd

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

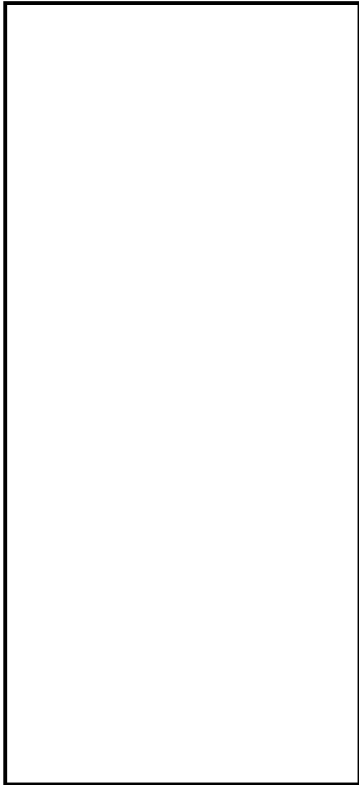
af

October 4, 1940

MEMORANDUM FOR MR. LADD

This is to advise you that the following individuals have been transferred as indicated, effective October 16, 1940:

b6
b7c

<u>NAME</u>	<u>FROM</u>	<u>TO</u>
	Messenger, grade CU 3, \$1200 per annum, Identification Division	Junior Clerk-Typist, grade CAF 2, \$1440 per annum, Typing Section
	Messenger, grade CU 3, \$1200 per annum, Identification Division	Junior Clerk-Typist, grade CAF 2, \$1440 per annum, Typing Section
	Messenger, grade CU 3, \$1200 per annum, Identification Division	Junior Clerk, grade CAF 2, \$1440 per annum, Technical Section
	Messenger, grade CU 3, \$1200 per annum, Identification Division	Junior Clerk-Typist, grade CAF 2, \$1440 per annum, Typing Section
	Messenger, grade CU 3, \$1200 per annum, Identification Division	Junior Clerk-Typist, grade CAF 2, \$1440 per annum, Typing Section
	Messenger, grade CU 3, \$1200 per annum, Identification Division	Junior Clerk-Typist, grade CAF 2, \$1440 per annum, Typing Section
Richard W. Smith	Messenger, grade CU 3, \$1200 per annum, Identification Division	Junior Clerk-Typist, grade CAF 2, \$1440 per annum, Typing Section
	Messenger, grade CU 3, \$1200 per annum, Identification Division	Junior Clerk-Typist, grade CAF 2, \$1440 per annum, Typing Section

Very truly yours,

John Edgar Hoover
Director

40

67-1442

October 16, 1940

Mr. Richard W. Smith
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Mr. Smith:

It is with pleasure that I am enclosing a
letter from the Attorney General advising you of your
promotion from \$1200 per annum in Grade CU 3 to \$1440
per annum in Grade CAF 2, effective October 16, 1940.

Sincerely yours,

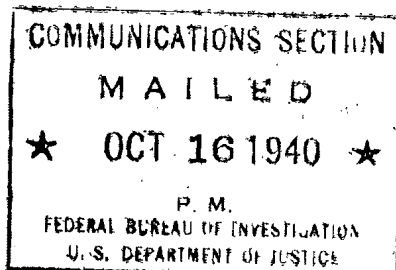
J. Edgar Hoover

John Edgar Hoover
Director

Enclosure

CC: Mr. Ladd

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____



DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

BF:VVM

October 4, 1940.

Mr. Richard W. Smith,
Federal Bureau of Investigation,
Department of Justice.

Dear Mr. Smith:

You are hereby transferred from one position to another in
the Federal Bureau of Investigation as indicated:

From

Position: Messenger

Assignment: Identification Division, Division Two

Grade: Cu-3 Salary: \$1200 per annum

Appropriation: "Salaries and Expenses, Federal Bureau of
Investigation (National Defense)," DEPARTMENTAL

To

Position: Junior Clerk-Typist

Assignment: Typing Section, Identification Division

Grade: Caf-2 Salary: \$1440 per annum

Appropriation: "Salaries and Expenses, Federal Bureau of
Investigation (National Defense)," DEPARTMENTAL

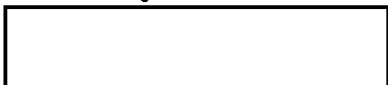
Effective: October 16, 1940

Respectfully,



Attorney General.

By the Attorney General:



The Assistant to the Attorney General.



transferred.

b6
b7C

⁶
Richard W. Smith

PHYSICAL EXAM.

RECEIVED

NOV 2 1940

67-144950-36	
FEDERAL	INVESTIGATION
OCT 30 1940	
Route	
Sea	
Number	

CHIEF CLERK



NAME

Smith, R.

N.M.S. Form 16.

LABORATORY EXAMINATION

STATUS

Y. B. I.

U.S. NAVAL MEDICAL SCHOOL

Naval Medical Center

Washington, D.C.

DATE

10/8/40

1527

REPORT

KAHN

WASSERMANN

Qualitative

Quantitative
UnitsCholesterolized
Antigen

NEGATIVE

NEGATIVE

Request of

R. Duncan

Address

Y. B. I. Room

Request for Blood KAHN and Blood

WASSERMANN TESTS.

"BLOOD TYPE" 0*E. W. Farrar*
E. W. FARRAR.

(MC) US

(MC), U.S.N.

NAME SMITH, R.

N.M.S. Form 6.

LABORATORY EXAMINATION

RATE F.B.I.

U. S. NAVAL MEDICAL SCHOOL,

DATE 10-8-40

Naval Medical Center,

Washington, D. C.

Request of

Dr. Duncan

Address:

FBI Room

Diagnosis

Character of examination desired

R and M

Amount 24 hours..... Submitted.....

Appearance..... Straw hazy.....

Reaction..... Alkaline..... Sp. Gr. 1.020

Albumin..... Negative.....

Sugar..... Negative.....

Occult Blood..... Negative.....

Special.....

Casts.....

Cylindroids.....

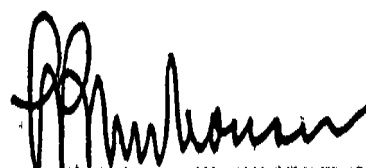
Mucus..... Few shreds

Leucocytes.....

Erythrocytes.....

Epithelium..... Few squamous

Crystals..... Numerous amorphous phosphates.



E. R. NEWHOUSER

(MC), U.S.N.

Lt. Condr. (MC), U.S.N.

RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS OF THE
FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE

Washington D.C.

Place

October 8, 1940

HISTORY

Name Richard W. Smith Age 22 years, 2 months
Nativity (state) _____ Married, (Single) Widowed: _____ Number of Children _____

Diseases, operations, or injuries previous to age of 15 (Give date and full description of each and examine carefully for evidence of sequelae.)

mumps, chicken pox

Diseases, operations, or injuries subsequent to age 15 (Give date and full description of each and examine carefully for evidence of sequelae.)

Influenza

Father (Living? yes State of Health Very good
(Dead? _____ Cause & age at death? _____)

Mother (Living? yes State of Health Very good
(Dead? _____ Cause & age at death? _____)

Brothers (Number living _____ State of Health _____
(Number dead _____ Cause & age at death? _____)

Sisters (Number living 3 State of Health Very good
(Number dead 1 Cause & age at death? Deaf at birth)

Has any member of family suffered from neurasthenia or insanity or been confined in any institution for the insane? Give relationship and full history of case.

No.

Has any blood relative been an inmate of a penal institution or poorhouse? Give relationship and state reasons.

No.

Habits: Tobacco? No Alcoholics? No Drugs? No

Richard W. Smith
Signature of Candidate.

lett. to R.W. Smith 10/29/40 JET

PHYSICAL EXAMINATION

Eyes: Color? Blue Exophthalmos? No

Chronic inflammation? No Other abnormality? None

Eyelids: Ptosis? No Condition of conjunctiva on eversion? No

Other eye conditions? Visual deficiency

Vision: (Note: Each eye must be tested separately.)

Does candidate wear glasses? Yes. For what purpose? reading

Distant: Uncorrected vision of right eye? 20/20-1 Left eye? 20/30-1

Corrected vision of right eye? 20/20 Left eye? 20/20

Near: Uncorrected vision of right eye? 8-10 Left eye? 8-10

Corrected vision of right eye? 20/20 Left eye? 20/20

Remarks: Hyperopia, astigmatism

Color sense: Normal

(Standard color plate test required)

Ears: Abnormalities? No Evidence of mastoid or other disease? No

Condition of drums? Right No Left No

Hearing: (Note: When testing hearing, the eyes and the opposite ear must be closed.)

Distance conversational speech can be heard:

Right ear 15 feet. Left ear 15 feet.

Distance whispered speech (Using residual air) can be heard:

Right ear 15/15 feet. Left ear 15/15 feet.

(Note: Use tuning fork tests, Rinne, Weber & Schwabach, if indicated.)

Right ear 15/15 Left ear 15/15

Nose: Deflection of septum slk. right Polypi? No

Chronic nasal disease? No Is candidate a mouth breather? No

Palate: Cleft or perforated? No Other conditions? No

Fauces: Condition of tonsils? No Pharynx? No

[Signature]

Signature of Examining Specialist.

Height? 5 feet, 8 1/4 inches. Weight, stripped? 130 Pounds.

General appearance: (Robust? ✓) (White? ✓)
 (Puny?) (Colored?)
 (Plethoric?) (Blonde?)
 (Anaemic?) Complexion: (Brunette?)
 (Corpulent?) (Florid?)
 (Emaciated?) (Sallow?)

Skin: Diseases?

Hair: Color: Dk. Brown Thickness

Glands: Enlargement: Other abnormalities

Head, Depressions? Asymmetries?

Facial disfigurement? Facial asymmetry?

Abnormalities of speech?

Neck: Goitre? Other conditions?

Chest: Inspiration 35 1/2 inches. Expiration 32 inches. Respiratory rate? 16

Inspection:

Lungs: Palpation:

Percussion:

Auscultation:

X-ray examination:

Heart: Palpation:

Percussion:

Auscultation:

Exercise Test: Step upon chair 25 times in 30 seconds. Pulse rate should return to normal after two minutes.

Pulse rate: Sitting 78 After exercise 102

Condition of heart after exercise:

Blood pressure, Systolic? 108 Distolic? 54 Pulse pressure 54

Abdomen:

Circumference at umbilicus? 28 1/2" Tenderness? h

Other abnormalities? h

Liver, percussion? h Palpation? h

Spleen, percussion? h Palpation? h

Inguinal rings? h Hernia? h

Scrotum:

Varicocele? h Hydrocele? h Sarcocoele h

Testicles:

Induration? h Atrophy? h

Other conditions? h

Penis:

Epispadias? h Hypospadias? h

Condition of prepuce? h Venereal diseases? h

Anus:

Hemorrhoids? h Fistulae? h

Prolapse of bowel? h Other conditions h

Spine:

Tenderness? h Curvature? h

Reflexes:

Pupillary: h Cremasteric: h

Patellar: h Babinski: h Ankleclonus: h

Upper Extremity:

Missing fingers? h Contractures of hand? h

Condition of joints? h Other conditions? h

Lower Extremity:

Flat foot? h Bowed legs? h

Knock-knees? h Varicose Veins? h

Hammer toes? ✓ Bunions? ✓

Other abnormalities? _____

Agility:

Co-ordination of muscular movements? ✓ Romberg? ✓

Defects of gait? ✓

Mental Condition? ✓

(Note: If indicated refer to specialist)

Temperature? _____

Has this person been successfully vaccinated within 5 years? No

Has this person had prophylactic typhoid inoculation? No Date last taken None

Urine: Color? _____ Sp. Gr.? _____ Albumin? _____ Sugar? _____

Reaction? _____ Shreds? _____ Blood cells? _____

Pus cells? _____ Casts? _____ Epitheleal cells? _____

Blood: Red corpuscles per C.mm _____ White corpuscles per C.mm _____

Differential count _____

Blood serologic tests (syphilis): _____ Haemoglobin per cent: _____

Has candidate any of the following defects, viz: Cachexia, or apparent predisposition to any constitutional diseases, permanent defects of either of the extremities or articulations, including defects of gait, flat foot, badly bowed legs, knock-knees, unnatural curvature of the spine, impaired vision, color-blindness, chronic diseases of the visual organs, epilepsy, insanity, chronic diseases of the ears, deafness, chronic nasal disease, polypi, chronic ulcers or cicatrices of old ulcers likely to break out afresh, chronic cardiac pulmonary or renal affections, insufficient chest expansion, hernia, sarcocoele, hydrocele, varicocoele (unless slight), fistula in ano, hemorrhoids, varicose veins on lower limbs (unless slight) stature less than 5 feet 4 inches, or more than 6 feet 2 inches, or any marked abnormality of speech or facial disfigurement?

Report of any special examination:

DENTAL EXAMINATION OF _____

GENERAL ORAL CONDITION

MUCOUS MEMBRANE

☒	Normal
☐	Inflamed
☐	Swollen
☐	Ulcerated
☐	Septic

TONGUE

☐	Coating
☐	Cryptic
☐	Ulcerated
☐	Enlarged

SALIVA

☒	Normal
☐	Excessive
☐	Acidity
☐	Thick or ropy
☐	Odor

OCCUSION

☒	Normal
☐	Class I
☐	Class II
☐	Class III

Glands _____

Sinus _____

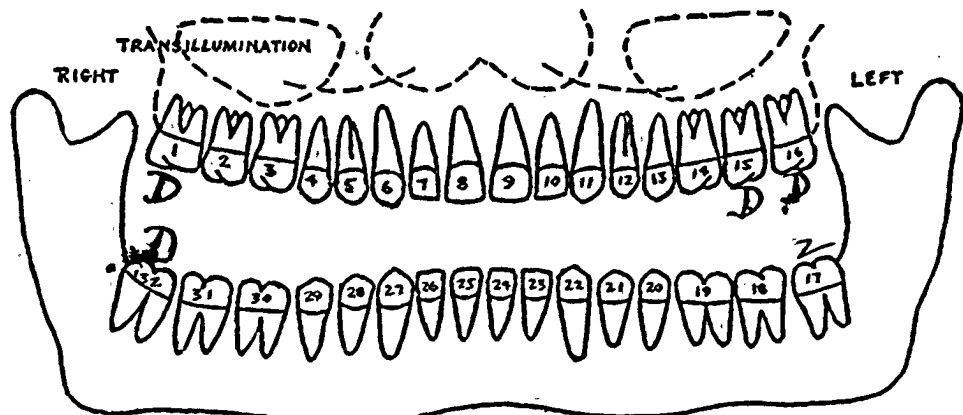
Throat _____

ARCH

☐	Square
☒	Tapering
☐	Ovoid

DENTAL DIAGNOSIS

- A. Labial
- B. Lingual
- C. Incisal
- D. Occlusal
- E. Buccal
- G. Mesial
- H. Distal
- K. Mesio-labial
- L. Disto-labial
- M. Mesio-lingual
- N. Disto-lingual
- O. Mesio-incisal
- P. Disto-incisal
- R. Mesio-occlusal
- S. Disto-occlusal
- T. Bucco-occlusal
- U. Lingual-occlusal
- V. Mesio-disto-occlusal
- W. Bucco-lingual-occlusal



☒ Roots ☐ Abscess ☐ Impacted ☐ Crown ☐ Devitalized ☐ Dummy bridge ☐ On Centre ☐ Missing ☒ Extraction Indicated

X-ray No. _____ X-ray reading _____

Gingival disease (indicate nature and extent) _____

Conditions of appliances replacing teeth _____

Remarks: _____

In case a dentist is not available to make the dental examination, the medical examiner shall record missing teeth, prosthetic replacements, and give a general estimate of oral condition.

Date 10-8-40 (Signature) Carl G. Schuch
Dental Surgeon

Summary of Findings

(Summarize here all defects found.)

1. _____
2. Defective vision left $\frac{20}{30}$ even to $\frac{20}{20}$
3. _____
4. _____
5. _____

Recommendations:

Clark Typhoid ✓ Smallpox properly vaccinated ✓

1. Is this man capable of strenuous _____ moderate _____ light _____
or very light _____ physical exertion. (Indicate which). ✓
2. Has this man any defect which would interfere with his participation
in raids or other work connected with the detection and apprehension
of criminals which might entail the practical use of firearms?
(Indicate YES or NO) NO

Remarks:

E. J. [Signature]
[Signature]
[Signature]

Administrative action by Federal Bureau of Investigation.

DIRECTOR

October 29, 1940

PERSONAL AND CONFIDENTIAL

Mr. Richard W. Smith
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Mr. Smith:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, Washington, D. C., on **October 8, 1940.**

This report reflects the following physical defects:

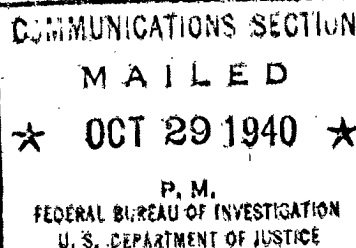
Defective vision of the left eye 20/30; corrected to 20/20.

The Board of Examining Physicians makes the following recommendations:

**Vaccination for smallpox.
Inoculation for typhoid.**

It reports that you are capable of performing strenuous physical exertion, and have no physical defects that would interfere with the proper performance of your duties.

For your information, it was determined during this examination that your blood is International Type "O".



Sincerely yours,

J. E. Hoover
John Edgar Hoover
Director

CC: Mr. Ladd

67-144950-37
FEDERAL BUREAU OF INVESTIGATION
OCT 30 1940
Routed
Searched
Numbered

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

MD:EFB

December 18, 1940

MEMORANDUM FOR MR. LADD *pl*

Re: Richard W. Smith
EOD 7-8-40; to Typing Section
Duplicator Room 8-5-40

The above employee completed 3 months of assignment as a duplicator clerk on November 15th. The monthly report ending this date shows that he had a net operating production of 97.56 as compared to the section average of 90.82 and a net assembling production of 41.07 as compared to the section average of 40.65. There were 12 errors charged against him during this month and he had a relative rating of 6 out of 13.

b6
b7c

reports that this employee is just about average in general ability, but that his work has already improved. He is inclined to be rather shy and nervous. I believe his production indicates that he is capable of performing the duties of his present assignment and therefore recommend that he remain in this position.

Respectfully,

7-144950-38

DEC 20 1940

DEC 23 1940

R.
S.
N.E.

TOULSON

LADD *Wry*

CHP. CLK. *Orl*

JOHN EDGAR HOOVER
DIRECTOR



DML:mlp

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.
August 5, 1941

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Coffey _____
Mr. Harbo _____
Tele. Room _____
Your Room _____
Mr. Nease _____
Mr. Tracy _____
Miss Boehm _____
Miss Gandy _____

MEMORANDUM FOR THE DIRECTOR

RE: RICHARD W. SMITH
TYPING SECTION
DAY FORCE

I talked to this employee on July 30, 1941 at which time he requested that he be considered for appointment as a Special Agent.

He stated that he is twenty-three years of age, obtained his B.S. Degree at Bradley Polytechnical Institute and has now completed twenty hours of law at Georgetown University.

I accordingly would recommend that he be given the Agent's examination and interview and that arrangements be made to assign him to Tour Duty.

Respectfully,

M. Ladd

67-144950-39

Referred	
Serial	
Number	63
AUG 7 1941	
FEDERAL BUREAU OF INVESTIGATION	

THREE

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

April 24, 1941

Director
Federal Bureau of Investigation
U. S. Department of Justice
Washington, D. C.

Dear Sir:

This is to advise you that I have not at any time advocated the overthrow of the Government of the United States by force or by violence.

I am not now, nor have I been a member of any organization that advocates the overthrow of the Government of the United States by force or by violence.

Very truly yours,

Richard W. Smith

Subscribed and duly sworn to before me by the above-named person, this 24th day of April, 1941,
at city of Washington, county of _____,
and State (or Territory or District) of District of Columbia

Rachel K. Lissou
Notary Public

✓

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

April 21, 1941

MEMORANDUM FOR MR. LADD *LL*

Re: Name: Smith, Mr. Richard W.
Day Force

Section: Typing
Grade: 2 (Duplicator Clerk)

The following data are submitted for the above employee for the period indicated below:

<u>MONTH & YEAR</u>	<u>RELATIVE RATING</u>	<u>NET INDEX</u>	<u>ERRORS</u>	<u>TARDY</u>
October, 1940	3 out of 17	oper. 111.22 assemb. 54.94	9	
November	6 out of 13	oper. 97.56 assemb. 41.07	12	
December	3 out of 10	oper. 106.11 Assemb. 43.46	13	
January, 1941	2 out of 16	oper. 107.66 assemb. 45.27	5	
February	4 out of 18	oper. 103.36 assemb. 45.03	13	
March	1 out of 14	oper. 110.51 assemb. 48.04	23	

REMARKS

Respectfully,

Quinn Tamm

Quinn Tamm

RS

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.
February 7, 1941

TO ALL MALE EMPLOYEES OF THE IDENTIFICATION DIVISION

In order that proper records may be maintained in the Bureau with regard to the status of its employees it is desired that you fill out and return this form immediately:

Name: *Richard W. Smith*

Local Selective Service number: *3154*

Board number and location: *XIII D.C.*

National number: *7592*

Has questionnaire been received?: *No.*

If answer to above is yes, what classification number has been assigned?: */*

Did you request deferment?: */*

If deferment was requested, what was the basis for such a claim?: */*

Those not subject to the Selective Service Act so indicate and give reason: */*

Very truly yours,

Quinn Tamm

RHL:RSJ

RICHARD W. SMITH

I am the Director of the Federal Bureau of Investigation, United States Department of Justice.

The Federal Bureau of Investigation, United States Department of Justice, has been designated by the President to take charge of investigative work in matters relating to espionage, sabotage and violations of the neutrality regulations. This Bureau is also charged with the duty of investigating other matters bearing upon the maintenance of the internal security of the United States. The duties thus imposed upon this Bureau constitute a vital function in the national defense program of this country. At the present time this Bureau is required by Act of Congress to expand its personnel in order effectively to discharge the important duties devolving upon it.

Richard W. Smith is a trained Clerical Employee and has been continuously employed by the Federal Bureau of Investigation since July 8, 1940. He was selected for this appointment after an extensive and complete character and fitness investigation had been made. He cannot be replaced satisfactorily because of the shortage of persons with his qualifications for such activity. Individuals appointed to positions in the Federal Bureau of Investigation must not only be of good character but must be in excellent physical condition and within the age group of Selective Service. Extreme difficulty is being experienced at present in obtaining a sufficient number of qualified applicants to take care of the increasing expansion of this Bureau and it is impossible to consider a replacement of any individual for this reason. Immediately upon entering on duty, appointees begin an intensive training course to qualify them in the handling of the confidential and exacting duties of employees of this Bureau. His removal for induction would cause material loss of effectiveness in the conduct of the national defense work of the Federal Bureau of Investigation, not only because of the loss of his services but because of the additional time and effort which would be necessary to investigate additional applicants. Turnover of personnel is extremely detrimental to efficiency, as trained and experienced members of the staff, such as Richard W. Smith, must form the nucleus of the expanded staff which this Bureau must recruit in order to fulfill its function, and therefore it is suggested that he be given Classification II-B.

general supervisory

John Edgar Hoover

40

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

5th

August

41.



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

MD:efb

July 30, 1941

MEMORANDUM FOR MR. LADD

Re: Richard Smith
Duplicator Clerk, Day Force

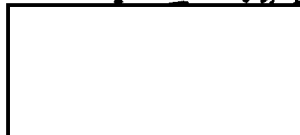
Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Coffey _____
Mr. Harbo _____
Tele. Room _____
Mr. Nease _____
Mr. Tracy _____
Miss Gandy _____

The above employee has received his Selective Service questionnaire. His local number is 3154 for Board #13 located at 1124 Vermont Avenue, N. W. Mr. Smith intends to request deferment as an employee of a defense agency. He is single, does not live at home, has no one dependent on him for support and is from all appearances in good physical condition. He has finished his first year of law at Georgetown University and was twenty-three years old yesterday. He is making inquiry concerning a special agent's application.

Mr. Smith entered on duty in the Bureau on July 8, 1940. He has been in the Typing Section since August 5, 1940 and is assigned as a duplicator clerk on the Day Force. This is a grade 2 position. His report shows that he required five months of training before a recommendation for permanent assignment was submitted.

Mr. Smith expressed appreciation for any assistance that the Bureau might give him in obtaining deferment.

Respectfully,



67-144950-40

Outed	Recorded
Search	Indexed
Numbered	Filed
AUG 14 1941	
FEDERAL BUREAU OF INVESTIGATION	

Addendum: On July 31, 1941 the above employee was contacted and advised that he had no other grounds for deferment.

H.S.H.
HSH:lg

ADDENDUM: 8-1-41 (mlp)

It is suggested that the Bureau endeavor to obtain deferment for this employee.

DML

THREE

9.5.

Federal Bureau of Investigation
United States Department of Justice

August 15, 1941

To: The Director, Federal Bureau of Investigation, United States
Department of Justice, Washington, D. C.

Interviewing Official: T. J. Scott

0-5310
N-80
C-66 1/2% mpc
Interview date: August 9, 1941

Name of Applicant: RICHARD W. SMITH

Position: Special Agent

Exam. Re-Exam. Age: 23 Education and degrees: B.S.
Oral: Marital Status: Single 20 hrs. of law.
Written:
Composite:

1. GENERAL IMPRESSIONS OF APPLICANT:

Mr. Smith makes a good personal appearance, is possessed of a good personality, is intelligent and it is believed he is qualified for the position of Special Agent. He frowns somewhat when talking and gives the impression of being slightly immature, but it is not felt that these qualities are of such an extent as to disqualify him from further consideration at this time. He graduated from high school in Lincoln, Illinois in June, 1936. He attended Junior College during the school year 1936-37 and entered Bradley Polytechnic Institute at Peoria, Illinois in 1937 from which he graduated on June 1, 1940. He has a B.S. Degree in Social and Political Sciences. Since September, 1940 he has been attending Georgetown Law School and has completed one full year, with twenty hours of law to his credit. He commenced employment as a Messenger in the FBI in July, 1940, at a salary of \$1200 per year and is presently assigned to the Identification Division in Grade CAF-2, \$1440. The applicant denied he entertained any Communist sympathies; he also denied either he or any member of his family had been confined to any mental institutions or arrested for any serious crimes. He was born in Lincoln, Illinois on July 29, 1918. His mother is a native of Illinois and his father was born in Rhode Island. His mother and father are presently residing together in Lincoln and his father is Freight Agent for the Illinois Terminal Railroad. He has a sister, [redacted] who is married to a man named [redacted] who

2. Do you consider the Applicant qualified for the appointment he seeks and, if appointed, do you believe he would develop into better than an average employee? ... Yes

3. SELECTIVE SERVICE INFORMATION:

- A. Has applicant registered? Yes. If so, what is his order number?
B. Approximate date of induction? Doesn't know.
C. Does applicant intend to claim exemption? Yes, as employee of FBI. If so, what deferment classification?
D. What is applicant's attitude toward military service? Favorable

67-144950-411

RECORDED	Routed 2	Recorded.....
	Serialized 2	Indexed.....
	Numbered	Filed.....
AUG 18 1941		
FEDERAL BUREAU OF INVESTIGATION		

RECORDED
SUMMARY
9/24/41

TELE. No. 35337

4. PERSONAL APPEARANCE:

- A. PERSONAL APPEARANCE AND APPROACH: Excellent. Good. Fair. Poor.
B. DRESS: Neat. Flashy. Poor. Untidy.
C. FEATURES: Refined. Ordinary. Dissipated.
D. PHYSICAL DEFECTS, if any: None

5. CONDUCT DURING INTERVIEW:

- A. PERSONALITY: Excellent. Good. Fair. Average. Poor.
B. POISE: Well-poised. Steady. Temperamental. Average.
C. SPEECH: Average. Reticent. Talkative. Boastful.
D. ASSURANCE: Self-confident. Fair. Over-confident. Lacking.
E. NERVOUSNESS: None. Slight. Very nervous.
F. FOREIGN ACCENT: None. Slight. Noticeable.
G. TACT: Tactful. Average. Lacking.

6. GENERAL INTELLIGENCE:

- A. Answers general questions definitely. Quickly. Vaguely.
B. Has applicant studied Federal Procedure? No
C. Any investigative experience? If so, describe No
D. Does the Applicant appear to be resourceful? Yes
E. Does the Applicant appear to have executive ability? No
F. Is he likely to develop? Yes

7. GENERAL INFORMATION:

- A. What is his ultimate goal in life, aside from his desire to be connected with the FBI? The practice of law.
B. What are his recreations and tastes?

Shooting, swimming.

8. HEALTH RECORD:

Good

9. NAME AND ADDRESS OF PERSONS TO WHOM INDEBTED:

Not indebted

10. CITIZENSHIP OF APPLICANT, WIFE AND PARENTS: (IF NATURALIZED, DATE AND PLACE).

His mother is a native of Illinois and his father was born in Rhode Island.

11. ORGANIZATIONS, CLUBS, SOCIETIES, ETC: (INDICATE NATURE, PURPOSE AND LOCATION).
None

12. ARREST RECORD (INDICATE CHARGE, DATE, PLACE, DISPOSITION) OF APPLICANT AND RELATIVES:

None

13. RESIDENCE ADDRESSES DURING PAST FIVE YEARS:

14. TIME CONSUMED PERSONAL INTERVIEW:

30 Minutes

Interviewing Official

operates a grocery store in Chestnut, Illinois. He has another sister, [redacted] who is working for the J. C. Penney Store in Lincoln, Illinois. Another sister, [redacted] is living with her parents and just graduated from high school. The applicant's mother works for the Old Age Assistance Division of the Department of Public Welfare for the State of Illinois.

b6
b7C

Richard W. Smith

PHYSICAL EXAM.

5 AUG 27 '41

RECORDED

67-144950-42

AUG 25 1941

THREE
WUGK

NAME *Smith, R. W.*

N.M.S. Form 16.

STATUS *F. B. I.*

LABORATORY EXAMINATION

U.S. NAVAL MEDICAL SCHOOL

Naval Medical Center

Washington, D.C.

DATE *8/12/41* *Ident*

1194

REPORT

KAHN

WASSERMANN

Request of *Dr. Keen*
Address: *F. B. I. Room*

Qualitative	Quantitative Units	Cholesterolized Antigen
NEGATIVE		

Request for Blood KAHN and Blood

WASSERMANN TESTS.

PMH

"BLOOD TYPE"

"O"

F. W. Farrar

F. W. FARRAR

Lieut. Comdr. (MC), U.S.N. (MC), U.S.N.

LABORATORY EXAMINATION

NAME SMITH, R.W.

N.M.S. Form 6

RATE FBI

U. S. NAVAL MEDICAL SCHOOL

Naval Medical Center

DATE 12 August, 1941

Washington, D.C.

Request of

Dr. Feen

Address:

FBI Room

Diagnosis

Physical Examination

Character of examination desired

Amount: 24 hrs. Submitted

Color Light Amber Transparency Clear

Reaction Acid Sp.Gr. 1.021

Albumin Negative

Sugar Negative

Occult blood Negative Special

Casts

Cylindroids Mucus Numerous threads

Leucocytes 0-3 per high dry field

Erythrocytes

Epithelium Numerous squamous

Crystals

URINALYSIS

L.R. Newhouser, Lieut. Comdr., (MC), U.S.N.

RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS OF THE
FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE

Washington D.C.
Place

August 12, 1941

HISTORY

Name Richard W. Smith Age 23 years, 14 months
Nativity (state) Illinois Married, Single, Widowed: SINGLE Number of Children NONE

Diseases, operations, or injuries previous to age of 15 (Give date and full description of each and examine carefully for evidence of sequelae.)

Pneumonia - 1921 // Mumps - 1928

Diseases, operations, or injuries subsequent to age 15 (Give date and full description of each and examine carefully for evidence of sequelae.)

Father (Living? ☒ State of Health Very Good
(Dead? _____ Cause & age at death? _____)

Mother (Living? ☒ State of Health Very Good
(Dead? _____ Cause & age at death? _____)

Brothers None (Number living _____ State of Health _____
(Number dead _____ Cause & age at death? _____)

Sisters (Number living 3 State of Health Very Good
(Number dead 1 Cause & age at death? Died a few months after birth - not fully developed.

Has any member of family suffered from neurasthenia or insanity or been confined in any institution for the insane? Give relationship and full history of case.

None

Has any blood relative been an inmate of a penal institution or poorhouse? Give relationship and state reasons.

No

Habits: Tobacco? No Alcoholics? No Drugs? No

Richard W. Smith
Signature of Candidate.

Letter to R. W. Smith
8/22/41 JEP

Bar. Employee

PHYSICAL EXAMINATION

Eyes: Color? Blue Exophthalmos? No

Chronic inflammation? No Other abnormality? —

Eyelids: Ptosis? No Condition of conjunctiva on eversion? O.K.

Other eye conditions? —

Vision: (Note: Each eye must be tested separately.)

Does candidate wear glasses? Yes For what purpose? Distance

Distant: Uncorrected vision of right eye? 20/30 Left eye? 20/20

Corrected vision of right eye? 20/20 Left eye? 20/20

Near: Uncorrected vision of right eye? 20 Left eye? 20

Corrected vision of right eye? — Left eye? —

Remarks: Hyperopic astigmatism

Color sense: Normal

(Standard color plate test required)

Ears: Abnormalities? No Evidence of mastoid or other disease? No

Condition of drums? Right O.K. Left O.K.

Hearing: (Note: When testing hearing, the eyes and the opposite ear must be closed.)

Distance conversational speech can be heard:

Right ear — feet. Left ear — feet.

Distance whispered speech (Using residual air) can be heard:

Right ear 15/15 feet. Left ear 15/15 feet.

(Note: Use tuning fork tests, Rinne, Weber & Schwabach, if indicated.)

Right ear — Left ear —

Nose: Deflection of septum to R Polypi? No

Chronic nasal disease? No Is candidate a mouth breather? No

Palate: Cleft or perforated? No Other conditions? —

Fauces: Condition of tonsils? O.K. Pharynx? O.K.

D. J. Ryan
Signature of Examining Specialist.

Height? 5 feet, 8 inches. Weight, stripped? 137 Pounds.

(Robust? <u>✓</u>	(White? <u>✓</u>
(Puny? _____	(Colored? _____
(Plethoric? _____	(Blonde? <u>✓</u>
General appearance: (	Complexion: (
(Anaemic? _____	(Brunette? _____
(Corpulent? _____	(Florid? _____
(Emaciated? _____	(Sallow? _____

Skin: Diseases? N

Hair: Color: Brown Thickness Thick

Glands: Enlargement: N Other abnormalities N

Head, Depressions? N Asymmetries? N

Facial disfigurement? N Facial asymmetry? N

Abnormalities of speech? N

Neck: Goitre? N Other conditions? N

Chest: Inspiration 32 inches. Expiration 32 inches. Respiratory rate? 16

Inspection: N

Lungs: Palpation: N

Percussion: N

Auscultation: N

X-ray examination: -

Heart: Palpation: N

Percussion: N

Auscultation: N

Exercise Test: Step upon chair 25 times in 30 seconds. Pulse rate should return to normal after two minutes.

Pulse rate: Sitting ~~114~~ 78 After exercise ~~102~~ 102
2 min 78

Condition of heart after exercise: N

Blood pressure, Systolic? 114 Diastolic? 80 Pulse pressure 34

Abdomen:

Circumference at umbilicus? 30 Tenderness? M
Other abnormalities? M
Liver, percussion? M Palpation? M
Spleen, percussion? M Palpation? M
Inguinal rings? M Hernia? M

Scrotum:

Varicocele? M Hydrocele? M Sarcocoele? M

Testicles:

Induration? M Atrophy? M
Other conditions? M

Penis:

Epispadias? M Hypospadias? M
Condition of prepuce? M Venereal diseases? M

Anus:

Hemorrhoids? M Fistulae? M
Prolapse of bowel? M Other conditions? M

Spine:

Tenderness? M Curvature? M

Reflexes:

Pupillary: M Cremasteric: M
Patellar: M Babinski: M Ankleclonus: M

Upper Extremity:

Missing fingers? M Contractures of hand? M
Condition of joints? M Other conditions? M

Lower Extremity:

Flat foot? M Bowed legs? M
Knock-knees? M Varicose Veins? M

Hammer toes? N. Bunions? N.

Other abnormalities? N.

Agility:

Co-ordination of muscular movements? N. Romberg? N.

Defects of gait? N.

Mental Condition? N.

(Note: If indicated refer to specialist)

Temperature? 98.6

Has this person been successfully vaccinated within 5 years? N

Has this person had prophylactic typhoid inoculation? N Date last taken —

Urine: Color? — Sp. Gr.? — Albumin? — Sugar? —

Reaction? — Shreds? — Blood cells? —

Pus cells? — Casts? — Epitheleal cells? —

Blood: Red corpuscles per C.mm — White corpuscles per C.mm —

Differential count —

Blood serologic tests (syphilis): Negative Haemoglobin per cent: —

Has candidate any of the following defects, viz: Cachexia, or apparent predisposition to any constitutional diseases, permanent defects of either of the extremities or articulations, including defects of gait, flat foot, badly bowed legs, knock-knees, unnatural curvature of the spine, impaired vision, color-blindness, chronic diseases of the visual organs, epilepsy, insanity, chronic diseases of the ears, deafness, chronic nasal disease, polypi, chronic ulcers or cicatrices of old ulcers likely to break out afresh, chronic cardiac pulmonary or renal affections, insufficient chest expansion, hernia, sarcocele, hydrocele, varicocele (unless slight), fistula in ano, hemorrhoids, varicose veins on lower limbs (unless slight) stature less than 5 feet 4 inches, or more than 6 feet 2 inches, or any marked abnormality of speech or facial disfigurement?

Report of any special examination:

DENTAL EXAMINATION OF _____

GENERAL ORAL CONDITION

MUCOUS MEMBRANE

☒	Normal
☐	Inflamed
☐	Swollen
☐	Ulcerated
☐	Septic

SALIVA

☒	Normal
☐	Excessive
☐	Acidity
☐	Thick or ropy
☐	Odor

OCCUSION

☒	Normal
☐	Class I
☐	Class II
☐	Class III

TONGUE

☒	Normal
☐	Coating
☐	Cryptic
☐	Ulcerated
☐	Enlarged

Glands _____

Sinus _____

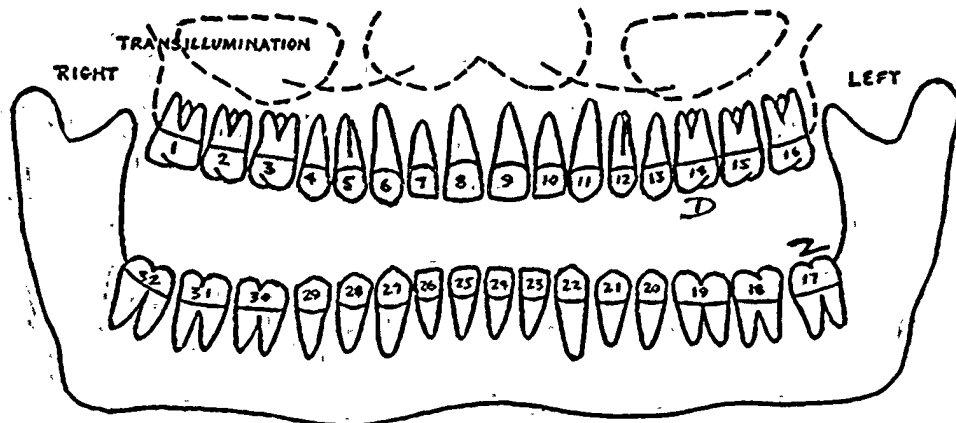
Throat _____

ARCH

☐	Square
☒	Tapering
☐	Ovoid

DENTAL DIAGNOSIS

- A. Labial
- B. Lingual
- C. Incisal
- D. Occlusal
- E. Buccal
- G. Mesial
- H. Distal
- K. Mesio-labial
- L. Disto-labial
- M. Mesio-lingual
- N. Disto-lingual
- O. Mesio-incisal
- P. Disto-incisal
- R. Mesio-occlusal
- S. Disto-occlusal
- T. Bucco-occlusal
- U. Lingual-occlusal
- V. Mesio-disto-occlusal
- W. Bucco-lingual-occlusal



☒ Roots
 ☐ Abscess
 ☐ Impacted
 ☐ Crown
 ☐ Devitalized
 ☐ Dummy bridge
 ☐ On denture
 ☐ Missing
 ☒ Extraction Indicated

X-ray No. _____ X-ray reading _____

Gingival disease (indicate nature and extent) _____

Conditions of appliances replacing teeth _____

Remarks: _____

In case a dentist is not available to make the dental examination, the medical examiner shall record missing teeth, prosthetic replacements, and give a general estimate of oral condition.

Date _____ (Signature) Carl G. Schlach
Dental Surgeon

Summary of Findings

(Summarize here all defects found.)

1. Hyperopic Astigmatism Right eye $\frac{29}{30}$ Left eye $\frac{29}{25}$
2. Corrects to " " $\frac{29}{20}$ " " $\frac{29}{20}$
3. _____
4. _____
5. _____

Recommendations: Typhoid & Small Pox Prophylaxis.

S.A.
applicant

1. Is this man capable of strenuous ☒ moderate _____ light _____
or very light _____ physical exertion. (Indicate which).
2. Has this man any defect which would interfere with his participation
in raids or other work connected with the detection and apprehension
of criminals which might entail the practical use of firearms?
(Indicate YES or NO) no

Remarks:

Carl W. Hylac
Ronald M. Hylac

Administrative action by Federal Bureau of Investigation.

DIRECTOR

JOHN EDGAR HOOVER
DIRECTOR

JM
67-144950

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

August 29, 1941

SUMMARY OF INSPECTOR'S INTERVIEW AND EXAMINATION

RE: RICHARD WARREN SMITH
Special Agent Applicant

Written rating: 80%
Oral " : 53%
Composite " : 66½%

Age: 23
Single

1 yr. - Lincoln Jr. College
B.S. - Bradley Polytechnic Instit.
20 Hrs. Georgetown Law School

Interviewed and examined at Washington, D. C., August 9, 1941.

Recommendation: Favorable.

Interviewing Official T. J. Scott reports that applicant has a good personal appearance and approach; is neat in dress; has ordinary features; has a good personality; is steady in poise; is average in speech; is fair in assurance; is average in tact; answers general questions definitely and quickly; appears to be resourceful, and is likely to develop; however, he is slightly nervous; has not studied Federal Procedure; has no investigative experience, and does not appear to have executive ability. Mr. Scott states that the applicant makes a good personal appearance, is possessed of a good personality, is intelligent and it is believed he is qualified for the position of Special Agent. He states applicant frowns somewhat when talking and gives the impression of being slightly immature, but it is not felt that these qualities are of such an extent as to disqualify him from further consideration at this time.

In a memorandum for the Director dated August 29, 1941, Mr. Ladd stated that in connection with the application of this employee for the position of Special Agent, he desires to recommend favorable consideration. He stated applicant's record in the Identification Division has been good and he believes applicant would develop satisfactorily as an Agent.

Bureau experience: Applicant was employed by the Bureau on July 8, 1940, as a messenger in the Identification Division, and is presently assigned as a Junior Clerk-Typist in the Identification Division at a salary of \$1440 per annum.

Endorsers: Senator Scott W. Lucas.

W. R. Glavin

RECORDED

b6
b7c

(action desired)

Routed.....
Searched.....
Serialized.....
Checked.....
Filed.....

(file number)

AUG 30 1941
(date stamp)

(routing stamp)

August 22, 1941

~~PERSONAL AND CONFIDENTIAL~~

Mr. Richard W. Smith
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Mr. Smith:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, Washington, D. C., on August 12, 1941.

This report reflects the following physical defects:

Defective vision of the right eye 20/30 -
left eye 20/25; corrected to 20/20 in each
eye.

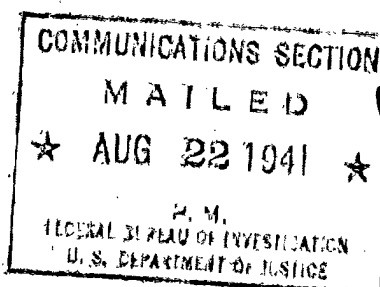
The Board of Examining Physicians makes the following recommendations:

Inoculation for typhoid.
Vaccination for smallpox.

It reports that you are capable of performing strenuous physical exertion, and have no physical defects that would interfere with the proper performance of your duties.

For your information, it was determined during this examination that your blood is International Type "O".

Sincerely yours,



E. Hoover
John Edgar Hoover
Director

JOHN EDGAR HOOVER
DIRECTOR



DML:GS

Federal Bureau of Investigation
United States Department of Justice

Washington, D. C.

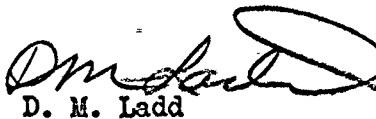
August 29, 1941

MEMORANDUM FOR THE DIRECTOR

RE: RICHARD W. SMITH
TYPING SECTION

In connection with the application of this employee for the position of Special Agent, I desire to recommend favorable consideration. Smith's record in the Identification Division has been good and I believe he would develop satisfactorily as an Agent.

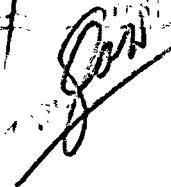
Respectfully,


D. M. Ladd

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Coffey _____
Mr. Harbo _____
Tele. Room _____
Tour Room _____
Mr. Nease _____
Mr. Tracy _____
Miss Gahan _____
Miss Gandy _____

37-144450-44

WL



JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

September 3, 1941

Mr. John Edgar Hoover
Director
Federal Bureau of Investigation
U. S. Department of Justice
Washington, D. C.

Dear Mr. Hoover:

It is with pleasure and pride that I hereby accept the appointment of Special Agent offered me in your letter dated August 30, 1941. I will report as directed to Room 5256 of the United States Department of Justice Building on September 8, 1941.

At this time I would like to take the opportunity to thank you for all past favors shown me and to assure you that I shall continue to perform my duties to the very best of my ability.

Respectfully,

Richard W. Smith
Richard W. Smith

RECORDED

67-144950-45
SEP 4 1941

37 SEP 9 1941

LADD

THREE
SH

*Told
J. Edgar*

FEDERAL BUREAU OF INVESTIGATION

Mr.
Miss
Mrs.

Mr. Richard W. Smith

Date August 30, 1941

New appointment

☒

Transfer

☐

Promotion

☐

Separation

☐

PRESENT STATUS

1. Title: Junior Clerk-Typist 2. Grade: CAF 2
3. Salary: \$1440 per annum 4. Seat of Government: ☒
Field:
5. Division: Identification Division 6. Appropriation: "Salaries and Expenses, FBI"
Typing Section (National Defense)

PROPOSED ACTION

7. Title: Special Agent 8. Grade: CAF 9
9. Salary: \$3200 per annum and \$5.00 per diem 10. Seat of Government: ☐
Field:*
11. Division: 12. Appropriation: "Salaries and Expenses, FBI"
(National Defense)
13. Effective: With entry on duty
14. Position: Additional: ☐
Vice: Roy M. Beck, transferred
Identical: 7-1-41
15. Remarks:

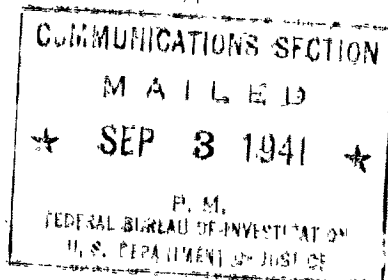
Recommended for appointment as a Special Agent in grade CAF 9, with salary at the rate of \$3200 per annum and \$5.00 per diem in lieu of subsistence and expenses of travel and operation when absent from official headquarters.

Respectfully submitted,

Mr. C.C. Chief, Audit Section

Director, Federal Bureau of Investigation

Mr. E. A. Tamm
Mr. Clegg
Mr. Foxworth
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Carson
Mr. Drayton
Mr. Quinn Tamm
Mr. Hendon
Mr. Tracy
Miss Gandy



RECEIVED
FUG 30
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U. S. DEPT. OF JUSTICE
NOT RECORDED

[Handwritten signature]

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

(Place) Washington D. C.
(Date) 9/2/41

Dear Sir:

Having filed an application for a position as Special Agent in the Federal Bureau of Investigation, United States Department of Justice, I hereby agree that in the event of an appointment I will be governed by the following conditions:

1. Upon appointment and within ten days after receipt thereof, I shall be required to proceed at my own expense to Washington, D. C., where I will take the oath of office and enter on duty.
2. That said appointment will be on a probationary basis.
3. That my retention in the Bureau shall be dependent upon the performance of satisfactory services, and if my services are deemed unsatisfactory it is understood that my employment may be discontinued at any time and that I will not receive transportation to my home, or to any other point, at Government expense.
4. That if appointed I may be sent to any part of the continental or territorial United States that the exigencies of the Bureau's work may require; that my headquarters may be fixed in some jurisdiction other than that in which I have heretofore resided; that my headquarters may be changed as the work of the Bureau may require; and that no transfer will be made from one station to another for personal reasons.
5. That the confidential character of the relations of the employees of the Federal Bureau of Investigation with the public is fully understood by me, and that the strictly confidential character of any and all information secured by me, in connection directly or indirectly with my work as a Special Agent, or the work of other employees of whom I may become cognizant, is fully understood by me, and that neither during my tenure of service with the Federal Bureau of Investigation nor at any other time will I violate this confidence, and I agree that I will not divulge any information of any kind or character whatsoever that may become known to me, to persons not officially entitled thereto.

I further agree that nothing connected with this certification is to be construed by me as an assurance that an appointment will be rendered; that I fully understand all of the foregoing and that the conditions specified herein are agreeable to me; that if appointed I will abide by the foregoing conditions, and I am fully cognizant that the provisions mentioned above are to be complied with and they are to be regarded as a part of my appointment if it is subsequently tendered to me and accepted.

Subscribed and sworn to before me this

Very truly yours,

2nd day of September, A.D. 1941
Wm. C. Jackson
Notary Public

Richard W. Smith
9-2-41
THREE

August 30, 1941

Mr. Richard W. Smith
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Mr. Smith:

You are hereby offered an appointment as a Special Agent in the Federal Bureau of Investigation, United States Department of Justice, in grade CAF 9, with salary at the rate of \$3200 per annum. You will also be allowed your expenses of travel and operation in accordance with existing regulations, and \$5.00 a day in lieu of subsistence when absent from official headquarters, which are fixed at Washington, D. C., effective upon your entry on duty to which point you should proceed at your own expense in order to assume your official duties.

This appointment is of a probationary character solely, and it is to be understood that it will be necessary for you to demonstrate fully your fitness for continued employment in the Federal Bureau of Investigation. It is also understood that you are to proceed on orders to any part of the country that the exigencies of the service may require. You should therefore arrange your personal matters before taking oath of office that you will be able to accept assignment to any part of the country where your services may be needed.

For your information, the Federal Bureau of Investigation reserves the right to refuse acceptance of any resignation of a Special Agent unless at least thirty days notice of intention to resign is given.

You should notify this office at once if this appointment is accepted. If it is not accepted immediately it will be cancelled. Should you accept, you are directed to report for oath of office and assignment to Room 5256 United States Department of Justice Building at 9:00 A. M. on September 8, 1941.

Your assignment during training will be either at Washington, D. C. or Quantico, Virginia. No per diem is paid while in Washington, D. C., however, training is given at Quantico, Virginia, a per diem of \$1.40 will be allowed. It will not be possible for the wives and families of the appointees to be domiciled at Quantico during the period of training.

This letter, which should be considered strictly confidential and given no publicity, should be presented when you report for oath of office.

Sincerely yours,

John Edgar Hoover
Director

CC: Mr. Ladd

JOHN EDGAR HOOVER
DIRECTOR



RSW:JC

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.
September 5, 1941

MEMORANDUM FOR MR. NICHOLS

Re: Richard W. Smith
Tour Leader Trainee

In accordance with instructions Special Agent [redacted] observed the above-mentioned individual conducting a tour on September 2, 1941.

This individual is about average in height and makes a neat appearance. He is one of the outstanding tour leaders of the entire group of twelve men which were observed on the above date. He handled his group well and was enthusiastic. He made interesting and thorough explanations and had the interest of his audience at all times.

Respectfully,

R. C. Hendon

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Coffey _____
Mr. Harbo _____
Tele. Room _____
Tour Room _____
Mr. Nease _____
Mr. Tracy _____
Miss Gandy _____

b6
b7c

RECORDED

67-144950-47	
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Searched	1
Numbered	16
SEP 8 1941	
FEDERAL BUREAU OF INVESTIGATION	

SEP 10 1941

Bradley Polytechnic Institute

Peoria, Illinois

OFFICE OF THE REGISTRAR

September 17, 1941

Mr. J. Edgar Hoover, Director
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Hoover:

I was very much pleased to receive your letter of August 30 announcing that Mr. Richard W. Smith had been appointed to the position of Special Agent for the Bureau.

I am sure you will not be disappointed in Mr. Smith's work.

Thank you kindly for your letter. If, in the future, we have students whom I believe meet your qualifications as a prospective Special Agent, I should be very glad to write you.

Sincerely yours,

Asa Carter
Asa Carter, Registrar

AC:DA

5 OCT 3 '41

67-144950-48	
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Searched...	Indexed...
Numbered...	Filed...
SEP 20 1941	
FEDERAL BUREAU OF INVESTIGATION	
THREE	

JOHN EDGAR HOOVER
DIRECTOR



**Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.**

September 22,
1941

MEMORANDUM FOR MR. CLEGG *HHC*

RE: RICHARD W. SMITH
New Agents Class #4
EOD 9/8/41

67-NOT RECORDED

This is to certify that the above-named trainee has been afforded an automobile driver's test. During this test, he operated the automobile in a satisfactory manner.

Respectfully,

A handwritten signature in cursive script, reading "George E. Davis, Jr.", is written over the typed name.

George E. Davis, Jr.,
Counsellor

Smith has driven since 1933, has an Illinois license, has never had an accident, and has never committed a traffic violation.

THE FBI PLEDGE FOR LAW ENFORCEMENT OFFICERS

Humbly recognizing the responsibilities entrusted to me, I do vow that I shall always consider the high calling of law enforcement to be an honorable profession, the duties of which are recognized by me as both an art and a science. I recognize fully my responsibilities to defend the right, to protect the weak, to aid the distressed, and to uphold the law in public duty and in private living. I accept the obligation in connection with my assignments to report facts and to testify without bias or display of emotion, and to consider the information, coming to my knowledge by virtue of my position as a sacred trust, to be used solely for official purposes. To the responsibilities entrusted to me of seeking to prevent crime, of finding the facts of law violations and of apprehending fugitives and criminals, I shall give my loyal and faithful attention and shall always be equally alert in striving to acquit the innocent and to convict the guilty. In the performance of my duties and assignments, I shall not engage in unlawful and unethical practices but shall perform the functions of my office without fear, without favor, and without prejudice. At no time shall I disclose to an unauthorized person any fact, testimony, or information in any pending matter coming to my official knowledge which may be calculated to prejudice the minds of existing or prospective judicial bodies either to favor or to disfavor any person or issue. While occupying the status of a law enforcement officer or at any other time subsequent thereto, I shall not seek to benefit personally because of my knowledge of any confidential matter which has come to my attention. I am aware of the serious responsibilities of my office and in the performance of my duties I shall, as a minister, seek to supply comfort, advice and aid to those who may be in need of such benefits; as a soldier, I shall wage vigorous warfare against the enemies of my country, of its laws, and of its principles; and as a physician, I shall seek to eliminate the criminal parasite which preys upon our social order and to strengthen the lawful processes of our body politic. I shall strive to be both a teacher and a pupil in the art and science of law enforcement. As a lawyer, I shall acquire due knowledge of the laws of my domain and seek to preserve and maintain the majesty and dignity of the law; as a scientist, it will be my endeavor to learn all pertinent truth about accusations and complaints which come to my lawful knowledge; as an artist, I shall seek to use my skill for the purpose of making each assignment a masterpiece; as a neighbor, I shall bear an attitude of true friendship and courteous respect to all citizens; and as an officer, I shall always be loyal to my duty, my organization, and my country. I will support and defend the Constitution of the United States against all enemies, foreign and domestic; I will bear true faith and allegiance to the same, and will constantly strive to cooperate with and promote cooperation between all regularly constituted law enforcement agencies and officers in the performance of duties of mutual interest and obligation.

September 8, 1941
Date

67-NOT RECORDED
filed
9-10-41
MAG

Richard W. Smith
Name
Special Agent
Title
FBI
Law Enforcement Organization
City State

DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

NOT RECORDED

August 30, 1941

Mr. Richard W. Smith
Federal Bureau of Investigation
Department of Justice

Dear Mr. Smith:

You are hereby appointed a Special Agent in the Federal Bureau of Investigation, Department of Justice, with salary at the rate of \$3200 per annum in Grade CAF-9. You will also be allowed your expenses of travel and operation in accordance with existing regulations and \$5.00 a day in lieu of subsistence when absent from official headquarters, which are hereby fixed at Washington, D. C., effective upon your entry on duty, to which point you should proceed at your own expense in order to assume your official duties. Your headquarters will thereafter be changed from time to time to such places as may be deemed advisable by the Director of the Federal Bureau of Investigation, under whose supervision and instructions you will be employed.

Your salary, expenses, and per diem will be paid from the appropriation for "Salaries and Expenses, Federal Bureau of Investigation (National Defense)," FIELD.

This appointment will take effect when you enter on duty at Washington, D. C.

This letter is not to be considered as operating credentials and is not to be so used. Operating credentials are issued separately.

Respectfully,

(signed) Francis Biddle

SEP 17 1941

FEDERAL BUREAU OF INVESTIGATION
Acting Attorney General.

By the Attorney General:

(Sgd.)

The Assistant to the Attorney General.

Vice: transferred.

Presently employed as Junior Clerk-Typist, Caf-2, \$1440 per annum
National Defense - Departmental. Typing Section, Identification Division

b6
b7C

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.
September 11, 1941

MEMORANDUM

A search of the files of this Division
fails to disclose any record of Richard Warren Smith,
employee, whose fingerprint card has been
retained here. The fingerprint classification
in this case is 17 L 1 T-t Reference: T.
M 1 Tt 10 R

Very truly yours,


Q. Tamm

67-NOT RECORDED

*file
Jury*

I, Richard W. Smith..... do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office of Special Agent in the Federal Bureau of Investigation,.....
United States Department of Justice,.....
on which I am about to enter: So help me God.

(Sign here) Richard W. Smith.....

Subscribed and sworn to before me this

8th day of September 1941.

Wm. C. Jackson
Notary Public

DATE OF ENTRY ON DUTY September 8, 1941.....

DATE OF BIRTH July 29, 1918.....

PLACE OF BIRTH* Lincoln, Illinois.....

* If foreign born, date of naturalization

LEGAL VOTING RESIDENCE Lincoln, Illinois.....

DO YOU RECEIVE AN ANNUITY UNDER THE CIVIL SERVICE RETIREMENT ACT?

No
.....
(Yes or no)

67-NOT RECORDED

filed
9-13-41
AOB

FEDERAL BUREAU OF INVESTIGATION

From: Chief Clerk's Office Room 5513

August 30, 1941

To: ✓ Director
xxx Mr. Tolson
 Mr. Glavin
 Mr. Tracy
 M

FOR APPROVAL TO GO OUT

Appointment: MR. RICHARD W. SMITH, Special Agent, CAF 9, \$3200 per annum, school of September 8, 1941.

When originally appointed
to the position of Messenger
was endorsed by:

Senator Scott W. Lucas
(D) Illinois.

Hon. L. B. Stringer, Judge
and Registrar Asa Carter of
the Bradley Polytechnic
Institute, Peoria, Illinois
recommended applicant.

1 yr., Lincoln Jr. College;
BS degree, Bradley Polytechnic
Institute; 20 hrs., Georgetown
Law School.

With FBI since July 8, 1940.

Mr. Tolson ✓
Mr. E. A. Tamm
Mr. Clegg
Mr. Foxworth
Mr. Glavin *wry*
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Carson
Mr. Drayton
Mr. Quinn Tamm
Mr. Hendon
Mr. Coffey
Mr. Harbo
Tele. Room
Mr. Nease
Mr. Tracy
Miss Beahm
Miss Gandy

CC-186

*Sub
Appt Sent
8-30-41
wry*
W. R. Glavin *W. R. Glavin*

August 30, 1941

Honorable Scott W. Lucas
United States Senate
Washington, D. C.

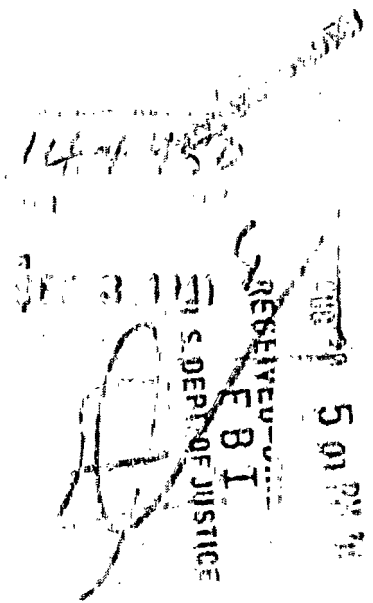
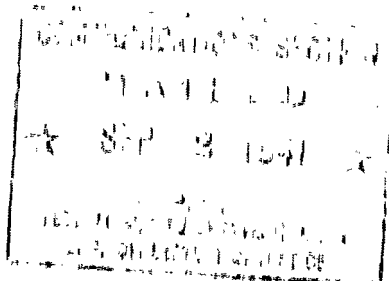
My dear Senator:

I am indeed pleased to inform you that an appointment to the position of Special Agent in the Federal Bureau of Investigation has been tendered to Mr. Richard W. Smith of Washington, D. C., in whom you expressed an interest when he was originally applying for a Messenger position in the Bureau.

With kindest regards,

Sincerely yours,

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____



Handwritten initials "VH" and "JW" are visible at the bottom right of the page.

August 30, 1941

Mr. Asa Carter
Registrar
Bradley Polytechnic Institute
Peoria, Illinois

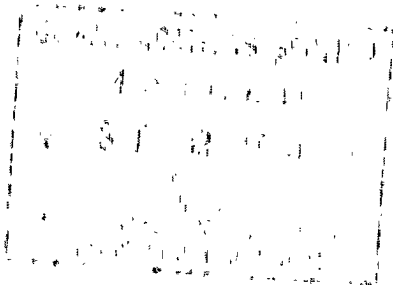
Dear Mr. Carter:

I am indeed pleased to inform you that an appointment to the position of Special Agent in the Federal Bureau of Investigation has been tendered to Mr. Richard W. Smith of Washington, D. C., in whom you expressed an interest when he was originally applying for a Messenger position in the Bureau.

With kindest regards,

Sincerely yours,

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____



67-144950-6
RECEIVED
FEDERAL BUREAU OF INVESTIGATION
AUG 31 1941

Handwritten signature or initials.

Handwritten signature or initials.

RECEIVED
FEDERAL BUREAU OF INVESTIGATION
AUG 31 1941

August 30, 1941

Honorable L. B. Stringer
Judge
Logan County Court
Lincoln, Illinois

My dear Judge:

I am indeed pleased to inform you that an appointment to the position of Special Agent in the Federal Bureau of Investigation has been tendered to Mr. Richard W. Smith of Washington, D. C., who gave your name as a reference when he was originally applying for a Messenger position in the Bureau.

With kindest regards,

Sincerely yours,

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

RECEIVED
FBI
U. S. DEPT. OF JUSTICE

AUG 30 5 01 PM '41

14
✓
JCO

PERSONNEL AFFIDAVIT

Department of Justice Fed. Bur. of Investigation Washington D.C.
(Department of agency) (Bureau or division) (Place of employment)

Name Richard W. Smith
(Given name, initial or initials, if any, and last name. Print or type)

Section 9A of Public 252—76th Congress, approved August 2, 1939, otherwise known as the "Hatch Act," provides:

"(1) It shall be unlawful for any person employed in any capacity by any agency of the Federal Government, whose compensation, or any part thereof, is paid from funds authorized or appropriated by any Act of Congress, to have membership in any political party or organization which advocates the overthrow of our constitutional form of government in the United States.

"(2) Any person violating the provisions of this section shall be immediately removed from the position or office held by him, and thereafter no part of the funds appropriated by any Act of Congress for such position or office shall be used to pay the compensation of such person;"

It is provided in various appropriation acts that no part of the funds so appropriated shall be used to pay the salary or wages of any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence, and that an affidavit shall be considered *prima facie* evidence that the person making the affidavit does not advocate, and is not a member of an organization that advocates, the overthrow of the Government of the United States by force or violence. Such acts provide further that any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence and accepts employment, the salary or wages for which are paid from any such appropriation, shall be guilty of a felony and, upon conviction, shall be fined not more than \$1,000 or imprisoned for not more than 1 year, or both, and that the above penalty shall be in addition to, and not in substitution for, any other provisions of existing law.

I, Richard W. Smith, do solemnly swear (or affirm) that I have read and understand the foregoing; that I do not advocate the overthrow of the Government of the United States by force or violence; that I am not a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence; and that during such time as I am an employee of the Federal Government, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence.

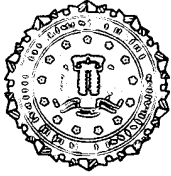
Richard W. Smith
(Signature of employee)

Subscribed and sworn to before me this 8th day of September, A. D., 1944,
at Washington, D. C.
(City or place) (State)

Wm. C. Jackson
Notary Public

[SEAL]

JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

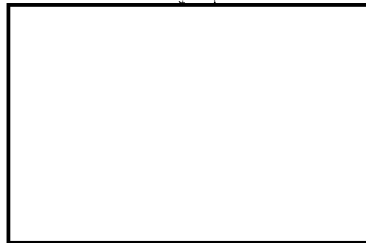
August 23, 1941

MEMORANDUM FOR MR. NICHOLS

Re: Tour Training

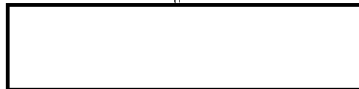
Pleased be advised that the following employees
reported for tour training on Friday, August 22nd.

Identification:

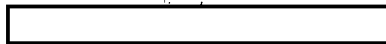


Richard W. Smith

Files Section:

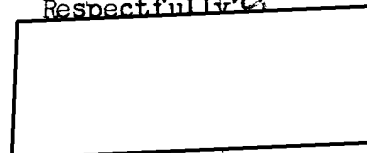


Communications:



 scheduled to report from
Identification, is on annual leave.

Respectfully,



Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Grayson _____
Mr. Quinn Tamm _____
Mr. Warden _____
Mr. Coffey _____
Mr. Harbo _____
Tele. Room _____
Tour Room _____
Mr. Nease _____
Mr. Tracy _____
Miss Gandy _____
Miss Gandy _____

b6
b7C

*Sat (8-30-41)
check in
see Ben.
Check
Ines*

*Look them
over
about*

*135632 - Done
35th
may*

F.B.I. Academy
Quantico, Virginia
September 12, 1941

Memorandum for Mr. H.H. Clegg:

re; Selective Service.

Please be advised that on July 29, 1941, I received my Selective Service Questionnaire. On July 30, 1941, I wrote a memorandum to Mr. D.M. Ladd notifying him of my status. At this time, I was a clerk in the typing section of the Identification Division. On the basis of my employment at the bureau, I was given a letter requesting deferment. Since this time, I have had no word from my local board. I will inform you immediately when I receive any change of status.

My local board is Selective Service Board #13, 1128, Vermont Avenue, N.W., Washington, D.C.

Respectfully submitted,

Richard W. Smith

Richard W. Smith
New Agent's Class #4
E.O.D. September 8, 1941

67-144950-49

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	FEDERAL BUREAU OF INVESTIGATION	

THREE

gkg

*Let to Draft Board
9-23-41
RHL*

1172 311

September 23, 1941

Mr. J. A. Gallagher
Chairman
Local Board Number 13
Burlington Hotel
1124 Vermont Avenue, Northwest
Washington, D. C.

Dear Mr. Gallagher:

Reference is made to the case of Mr. Richard W. Smith, a registrant of your Board. You will no doubt recall that on August 5, 1941, D.S.S. Form 42 was executed by me for Mr. Smith. At the time the certification form was issued for Mr. Smith he was employed in a clerical capacity with this Bureau.

I desire to advise you that Mr. Smith was appointed as a Special Agent of this Bureau on September 8, 1941, and is presently employed in such a capacity. This information is being furnished to you in order that you will have a complete set of facts with regard to this case.

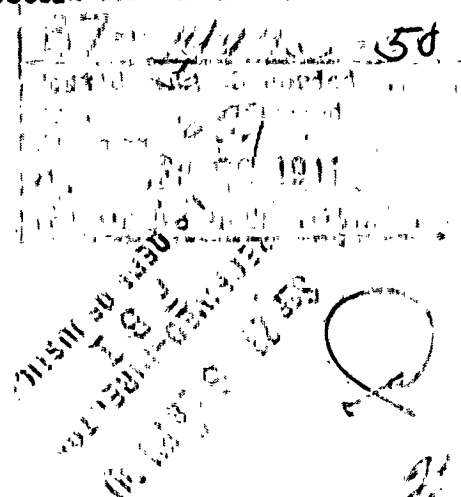
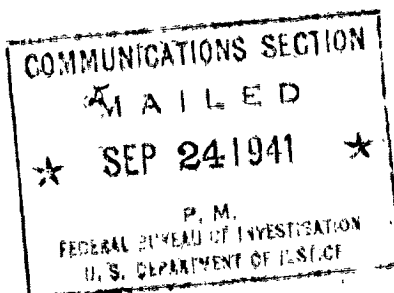
Sincerely yours,

J. Edgar Hoover

John Edgar Hoover
Director

CC: Mr. Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Brantley _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____



**Federal Bureau of Investigation
United States Department of Justice**

601 Richmond Trust Building
Richmond, Virginia

December 18, 1941

PERSONAL AND CONFIDENTIAL

EOD 9-8-41

Director,
Federal Bureau of Investigation,
Washington, D. C.

Re: RICHARD W. SMITH, Special Agent;
Special Efficiency Report

Dear Sir:

No special efficiency report in view of the writer's transfer from the Richmond Field Division Office is being submitted as to Special Agent Richard W. Smith in view of the limited opportunity of the writer to observe his work. Agent Smith entered on duty at the Richmond Field Division Office on December 2, 1941.

Very truly yours,

C. E. HENNRICH,
Special Agent in Charge.

CEH/ebt

I have read the above:

RICHARD W. SMITH

RECORDED

67-144950 5-11
FEDERAL BUREAU OF INVESTIGATION
DEC 22 1941
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Numbered _____ Filed _____
100

THREE

BLD

December 8, 1941

PERSONAL AND CONFIDENTIAL

Special Agent in Charge
Richmond, Virginia

Dear Sir:

There are transmitted herewith the field vocation records, personnel status reports, efficiency reports, reports of physical examinations, leave cards and fire-arms cards, for the following employees who entered on duty in the Bureau, as Special Agents, on September 8, 1941:

Charles J. Harkins

Richard W. Smith /

The efficiency reports are for your ~~confidential~~ information, and may be used by you as a guide in the future training of these employees. The vocation records, and the reports on personnel status, efficiency, and physical condition, should be placed in the Agents' Field Personnel Files.

Very truly yours,

J. E. Hoover

John Edgar Hoover
Director

Enclosures

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

HHC:VH

MEMORANDUM FOR MR. TOLSON ✓

TRAINING SCHOOL FOR NEW SPECIAL AGENTS - EFFICIENCY REPORT

Re: RICHARD W. SMITH

Date submitted December 3, 1941
 Date of Training School 9-8-41 to 11-29-41 Date of Birth July 29, 1918
 Legal Residence Lincoln, Illinois Marital Status Single
 Offices of Preference West Coast Assigned to Richmond
 Education: B.S.
 Previous Experience: FBI, Junior Clerk-Typist

Training School Grades

Examination, Rules & Regulations	<u>92</u>	Auditory Test	<u>Good</u>
Examination, Manual of Instructions	<u>96</u>	Visual Memory Test	<u>Good</u>
Examination, National Defense	<u>96 1/2</u>	Auto Driving	<u>Satisfactory</u>
Laboratory Examination	<u>96 2/3</u>	Moot Court	<u>Good</u>
NMVT Special Interview Test	<u>Very Good</u>	Uniform Crime Reporting	<u>85</u>
Searches at Crime Scene	<u>Average</u>	Practical Public Speaking	<u>Good</u>
Fingerprint Identification	<u>99</u>	Practical Photo Problem	<u>--</u>

Firearms Training

Hip Shooting: 88
 Practical Pistol Course: 62
 Shotgun: 100
 .30'06 Rifle: 62
 .351 Rifle: 73
 Machine Gun: 95
 Night Firing: --
 Remington 81 Rifle: 69

87-NOT RECORDED



Smith is 23, single, and comes from Lincoln, Illinois; he attended Bradley Polytechnic Institute, receiving a B.S. degree in 1940. He has attended Georgetown University Law School, Washington, D. C., for one year. He has had no business experience but was employed as a Clerk in the Bureau in July of 1940 and was so employed until the time he became an Agent.

Smith makes a youthful appearance but is mature in his actions. He dresses conservatively, possesses a good personality, is enthusiastic, well poised, and handles himself well during an interview. He is average and his prospects for development are good.

Although qualified in all Bureau firearms, Smith requires special attention in the Practical Pistol Course.

Very truly yours,


H. H. Clegg

WMG

October 30, 1941

Special Agent in Charge
Richmond, Virginia

Dear Sir:

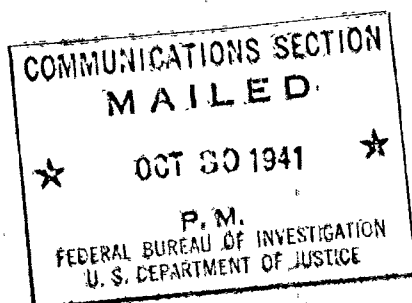
This is to advise you that Special Agent Richard W. Smith, who entered on duty September 8, 1941, in Grade Caf-9, at a salary of \$3,200 per annum, has been directed to report to you for assignment. The training school terminates on November 29, 1941, on which date he will proceed to your division. You should advise the date of his arrival.

You are instructed to continue the training of the Agent so that he may receive experience in all branches of the work of the Bureau. In submitting special efficiency reports, in accordance with the provisions of the Manual of Rules and Regulations, you should include statements as to the kinds of cases on which the employee has been engaged, his ability or lack thereof in any certain phase of the work, and particularly his ability to perform more involved investigations, such as bankruptcy. It is further desired that you give your personal attention to the development of this employee along administrative and executive lines and that any pertinent information indicating possibilities for assignment to such work be reported to the Washington headquarters of the Bureau from time to time.

Very truly yours,

J. E. Hoover

John Edgar Hoover
Director



NAME: Richard W. Smith
BIRTHDATE: 7-29-18
MARITAL STATUS: Single
LEGAL RESIDENCE: Lincoln, Illinois
TITLE: Special Agent
EDUCATION: B.S.
PREVIOUS VALUABLE EXPERIENCE: FBI, Junior Clerk-Typist.
OFFICES OF PREFERENCE: West Coast

Smith is 23, single, and comes from Lincoln, Illinois. He attended Bradley Polytechnic Institute, receiving a B.S. degree in 1940. He has attended Georgetown University Law School, Washington, D. C. for one year. He has had no business experience but was employed as a Clerk in the Bureau in July of 1940 and was so employed until the time he became an agent.

Smith makes a youthful appearance but is mature in his actions. He dresses conservatively, possesses a good personality, is enthusiastic, well poised, and handles himself well during an interview. He is average and his prospects for development are good.

It is recommended that Smith be assigned to an Eastern or Southern office.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

MD:efb

October 29, 1941

MEMORANDUM FOR MR. TRACY

Re: Name: Smith, Mr. Richard W.
Day Force

Section: Typing - Duplicator Clerk
Grade: 2

The following data are submitted for the above employee for the period indicated below:

<u>MONTH & YEAR</u>	<u>RELATIVE RATING</u>	<u>NET INDEX</u>	<u>ERRORS</u>	<u>TARDY</u>
April, 1941	6 out of 16	oper. 104.22 assem. 43.58	16	
May	2 out of 19	116.25	49.31	5
*June	-	-	-	-
July	5 out of 19	124.77	48.20	1
*August	-	-	-	-
**September	11 out of 11	81.60	39.30	1

REMARKS

*Special Assignment

**Temporarily assigned to Tours 8-22-41. Trans. to Special Agent's Class 9-9-41.

Respectfully,


Quinn Tamm

37-NOT RECORDED



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

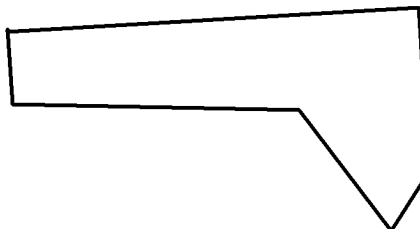
Quantico, Virginia
October 29, 1941

MEMORANDUM FOR MR. CLEGG

Re: Special Agent RICHARD W. SMITH
New Agents Class No. 4
9/8/41 - 12/1/41

I hereby certify that the above-named Special Agent is qualified in the use of all Bureau firearms and that he has made qualifying scores in each required firearms course.

Respectfully,



b6
b7C

67-NOT RECORDED

October 21, 1941

Mr. Richard W. Smith
Federal Bureau of Investigation
U. S. Department of Justice
Washington, D. C.

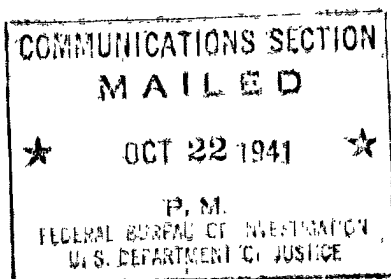
Dear Mr. Smith:

This will acknowledge the receipt of your contribution of \$5.00 to the fund to be paid to the designated beneficiary of any participating Special Agent of the Bureau who dies, from any cause, while employed as a Special Agent.

Sincerely yours,

J. E. Hoover

John Edgar Hoover
Director





Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who has contributed to this fund subsequent to April 15, 1941, and who dies from any cause, while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of five dollars (\$5), made payable to the Chief Clerk of said Bureau, to be included in said fund. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping, and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$5,000.

The following person is hereby designated as my beneficiary:

Name Arthur C. Smith Address 325 Seventh Street, Lincoln, Illinois
Relationship Father

Very truly yours,

Richard W. Smith
Special Agent

ack 10/22/41
P S

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICERHL:IMP
To: COMMUNICATIONS SECTION.

JANUARY 14, 1942

Transmit the following message to:

SAC RICHMOND

SUBMIT BY RETURN WIRE FOLLOWING SELECTIVE SERVICE INFORMATION RE

SPECIAL AGENT RICHARD W. SMITH

PRESENT CLASSIFICATION AND IF CLASSIFIED AS TWO A FOR HOW LONG. COMPLETE
ADDRESS OF LOCAL DRAFT BOARD AND NAME OF CHAIRMAN IF POSSIBLE.

HOOVER

137-144950-52

43-131
31
146

SENT VIA

10:22 P M

Per

Jaw
M.P.

**Federal Bureau of Investigation
United States Department of Justice**

601 Richmond Trust Building
Richmond, Virginia

January 17, 1942

PERSONAL AND CONFIDENTIAL

Director
Federal Bureau of Investigation
Washington, D. C.

EDD

9-8-41

Re: RICHARD W. SMITH
SPECIAL AGENT
SPECIAL EFFICIENCY REPORT

Dear Sir:

Inasmuch as this agent entered on duty at this field division on November 29, 1941, I am submitting a special efficiency report on him.

This agent is neat in his appearance, has a pleasant personality, is always well groomed, is interested in his work and voluntarily performs a large amount of overtime. The amount of contact which I have had with this agent to date has been limited, but the contact I have had with him indicates that his knowledge of his duties is fair. His reports are well written for an agent of his experience in the field and have to date indicated a thoroughness in investigation and a desire to pay close attention to detail. I have not had an opportunity to observe this agent testify, nor have I had an opportunity to observe his ability with firearms.

I believe that with close supervision this employee will develop into a good agent.

JAN 31 1942

Very truly yours,

H. I. BOBBITT
Special Agent in Charge

Routed

Scanned

Noted

JAN 20 1942

49

HIB:CP

I have read the above.

RWS
RICHARD W. SMITH

12-2

18

Mr. Tolson.....
 Mr. E. A. Tamm.....
 Mr. Clegg.....
 Mr. Glavin.....
 Mr. Ladd.....
 Mr. Nichols.....
 Mr. Tracy.....
 Mr. Rosen.....
 Mr. Carson.....
 Mr. Coffey.....
 Mr. Hendon.....
 Mr. Holloman.....
 Mr. Quinn Tamm.....
 Mr. Nease.....
 Miss Gandy.....
Reeder

DEPARTMENT OF JUSTICE
 COMMUNICATIONS SECTION

002

JAN 15 1942

TELETYPE

FBI RICHMOND

1-14-42

11-55 PM

WLP

DIRECTOR

LIGHT.

REFERENCE YOUR TELETYPE TONIGHT REQXX REQUESTING SELECTIVE SERVICE
 INFORMATION RE SPECIAL AGENT RICHARD W. SMITH. SPECIAL AGENT SMITH
 NOTIFIED OF CLASSIFICATI CLASSIFICATION IN TWO B BY CARD MAILED
 DECEMBER TWENTY- SECOND LAST FROM LOCAL BOADXX BOARD NUMBER THIRTEEN,
 ELEVEN TWENTY FOUR VERMONT AVE. NORTH WEST WASHINGTON, D. C. BOARD CHAIRMAN
 CHAIRMAN UNKNOWN . JAMES A GALLAGHER, BOARD MEMBER, SIGNED CARD.

BOBBITT

END

12-00 AM OK FBI WASH DC JHJV

67-144950-34

Filed.....	Recorded.....
Indexed.....	Classified.....
131-43	21 112 146
FEDERAL BUREAU OF INVESTIGATION	

JAN 29 1942

*Hand
over*

File

THREE

February 6, 1942

55

Mr. Richard W. Smith
Federal Bureau of Investigation
U. S. Department of Justice
601 Richmond Trust Building
Richmond, Virginia

Dear Mr. Smith:

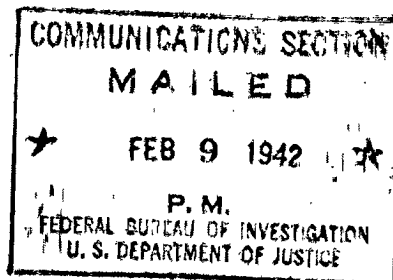
I have learned of your marriage and wish to take this occasion to extend through you to Mrs. Smith my very best wishes, and to you my sincere congratulations.

May the future hold much for you in the way of happiness and prosperity.

Sincerely,

J. Edgar Hoover

CC-SAC, Richmond



FEB 7 10 46 AM '42
RECEIVED-DIRECTOR
F B I
U S DEPT OF JUSTICE

[Handwritten signature]

ALL

January 23, 1942

SECRET

67-144950-55

Mr. Richard W. Smith
Federal Bureau of Investigation
United States Department of Justice
601 Richmond Trust Building
Richmond, Virginia

Dear Mr. Smith:

In accordance with the request contained
in your letter of January 15, 1942, the records of the Bureau
have been changed to reflect that [REDACTED]
is now your beneficiary in the Agents' Insurance Fund.

b6
b7C

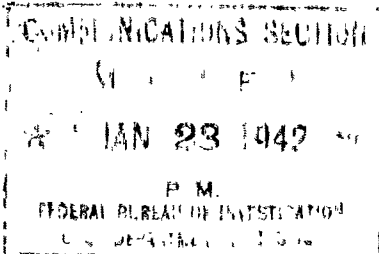
There are enclosed herewith the appropriate
forms for changing your beneficiary under the Civil Service
Retirement Act, if you should so desire. These should be
filled out and returned to the Bureau.

Sincerely yours,

John Edgar Hoover
Director

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Egan _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Enclosures



FEB 7 10 46 AM '42
RECEIVED
F. B. I.
U. S. DEPT. OF JUSTICE

601 Richmond Trust Building,
Richmond, Virginia,
January 15, 1942.

Agents Insurance Fund,
Federal Bureau of Investigation,
U. S. Department of Justice,
Washington, D. C.

Gentlemen:

Due to my recent marriage, I should like to change
the designated beneficiary of my interest in the Agents In-
surance Fund [redacted] who will receive
one hundred per cent of any amount declared to my beneficiary.

b6
b7C

Yours Very truly,

Richard W. Smith

RICHARD W. SMITH,
Special Agent.

*File & advise
noted*
[Signature]

*all copy of letter
1/23/42
[Signature]*

*Let Comg
2/6/42
[Signature]*

RECORDED
FEB 13 1942

67- 144950-55
FEDERAL BUREAU OF INVESTIGATION
JAN 26 1942
RECORDED
INDEXED
FILED

WRG-fyt

Federal Bureau of Investigation
United States Department of Justice
601 Richmond Trust Building
Richmond, Virginia

April 15, 1942

PERSONAL AND CONFIDENTIAL

REC 9-8-41

Director
Federal Bureau of Investigation
Washington, D. C.

Re: Special Agent R. W. SMITH
Seventy-Five Day Commitment and
Assignment Report

Dear Sir:

In conformance with Bureau regulations, this seventy-five day commitment and assignment report is being submitted.

At the present time this agent is working out of the Richmond Office, handling investigations in the vicinity of Charlottesville, Virginia. Since his arrival in this field division, he has been assigned the following types of cases: 2, 25, 26, 31, 47, 52, 60, 65, 67, 77, 82, 87, 88, 91, 97, 98 and 100.

This agent has no special commitments or assignments at the present time.

Very truly yours,

H. I. Bobbitt

H. I. BOBBITT
Special Agent in Charge

HIB:CP

X APR 20 1942

144-155-56

APR 19 1942
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

FILE

12-2-41

Rec
67

March 12, 1942

Mr. Richard W. Smith
Federal Bureau of Investigation
U. S. Department of Justice
Richmond, Virginia

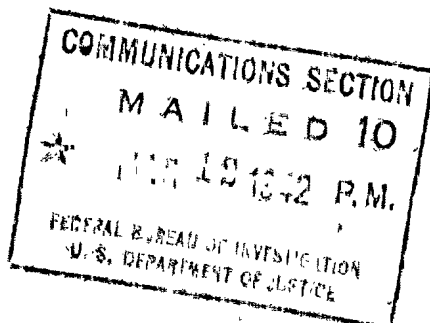
Dear Mr. Smith:

This will acknowledge the receipt of your contribution of \$5.00 to the fund to be paid to the designated beneficiary of any participating Special Agent of the Bureau who dies, from any cause except self destruction, while employed as a Special Agent.

Sincerely yours,

J. E. Hoover

John Edgar Hoover
Director



MAR 13 1942

87-104-124
Lo

**Federal Bureau of Investigation
United States Department of Justice**

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who has contributed to this fund subsequent to February 2, 1942, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of five dollars (\$5), made payable to the Chief Clerk of said Bureau, to be included in said fund. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping, and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$5,000.

b6
b7c

The following person is hereby designated as my beneficiary:

Name

Address

Relationship

ack 3-12-42
m22

Richmond

Very truly yours,

Richard W. Smith
Special Agent

JEN/113

March 12, 1942

~~PERSONAL AND CONFIDENTIAL~~

Special Agent in Charge
Richmond, Virginia

RE: Richard W. Smith
Special Agent

Dear Sir:

Reference is made to Bureau letter of November 18, 1941, to all Special Agents in Charge advising that a separate statement concerning assignments and commitments be submitted with regard to each agent seventy-five days from the date he reports to a Field Division from the Training School.

Such a statement concerning the above agent has not been received from you in accordance with the letter mentioned and you are instructed to submit it immediately.

Very truly yours,

J. E. Hoover

John Edgar Hoover
Director



MAR 13 1942

hnc;jbw

July 2, 1942

~~PERSONAL AND~~
~~CONFIDENTIAL~~

Mr. Richard W. Smith
Federal Bureau of Investigation
U. S. Department of Justice
601 Richmond Trust
Richmond, Virginia

Dear Sir:

It is observed that during the course of the recent inspection of the Richmond Office, you made a grade of 80 on the examination covering the Manual of Instructions. This, of course, is an unsatisfactory rating.

This reflects insufficient information concerning the Bureau's instructions and is a condition which it will be expected that you will correct. It is desired that you begin immediately a systematic study of the Bureau's manuals with a view to being able to pass any future examinations which are afforded you.

It is obvious that without proper knowledge of the procedures prescribed by the Bureau an Agent is unable to function in a satisfactory manner. It is, therefore, necessary to insist that in the future you make passing grades and that you give adequate systematic study to the manuals in the meantime.

Very truly yours,

John Edgar Hoover
Director

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Coffey _____

Mr. Hendon _____

Mr. Holloman _____

Mr. McGuire _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

cc - SAC, Richmond
P & C

COMMUNICATIONS SECTION
MAILED 4
JUL 3 1942 P.M.

V

RECEIVED
JUL 3 1942
U. S. DEPT. OF JUSTICE

57

ms

RICHARD W. SMITH

Special Agent

Entered on duty	9/8/41
Salary	\$3,200.00
Gun, badge and commission card	Satisfactory
Married	
Office of preference	Springfield
Rules and regulations	85
Instructions	80

SAC Bobbitt:

This Agent has a fair knowledge of his duties. He is a fair investigator, is immature, and is only a fair dictator. He is an average automobile driver and is average in the use of firearms and I would not use him on dangerous assignments at the present time.

E. A. Soucy:

This Agent has about average possibilities. He has a pleasant personality and is attractive looking. He failed one of the exams, but appears to have an average amount of intelligence and his possibilities are about average.

Inspection Richmond Office
June 8 - 15, 1942
E. A. Soucy

REPORT OF REGULAR (X) INTERIM
PROBATIONARY-1ST () 2D ()
EFFICIENCY RATING

Classification Symbols		
CAF 9		
(Service)	(Grade)	(Class)

As of 4-1-42 based on performance during period from 4-1-41 to 3-31-42
RICHARD W. SMITH SPECIAL AGENT FBI, U. S. DEPT. OF JUSTICE
(Name of employee) (Title of position) (Bureau)
RICHMOND, VIRGINIA
(Division) (Section) (Subsection or unit) (Field office)

ON LINES BELOW MARK EMPLOYEE ✓ if adequate - if weak + if outstanding	1. Underline the elements which are especially important in the position. 2. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in <i>italics</i> or not. 3. Before rating, become thoroughly familiar with instructions in the rating manual.	CHECK ONE: Administrative, supervisory, or planning ☐ All others ☒
---	---	---

- | | |
|---|---|
| (1) Maintenance of equipment, tools, instruments. | (21) Effectiveness in planning broad programs. |
| (2) Mechanical skill. | (22) Effectiveness in adapting the work program to broader or related programs. |
| (3) Skill in the application of techniques and procedures. | (23) Effectiveness in devising procedures. |
| (4) Presentability of work (appropriateness of arrangement and appearance of work). | (24) Effectiveness in laying out work and establishing standards of performance for subordinates. |
| (5) Attention to broad phases of assignments. | (25) Effectiveness in directing, reviewing, and checking the work of subordinates. |
| (6) Attention to pertinent detail. | (26) Effectiveness in instructing, training, and developing subordinates in the work. |
| (7) Accuracy of operations. | (27) Effectiveness in promoting high working morale. |
| (8) Accuracy of final results. | (28) Effectiveness in determining space, personnel, and equipment needs. |
| (9) Accuracy of judgments or decisions. | (29) Effectiveness in setting and obtaining adherence to time limits and deadlines. |
| (10) Effectiveness in presenting ideas or facts. | (30) Ability to make decisions. |
| (11) Industry. | (31) Effectiveness in delegating clearly defined authority to act. |
| (12) Rate of progress on or completion of assignments. | |
| (13) Amount of acceptable work produced. (Is mark based on production records? <u> </u>)
(Yes or no) | |
| (14) Ability to organize his work. | |
| (15) Effectiveness in meeting and dealing with others. | |
| (16) Cooperativeness. | |
| (17) Initiative. | |
| (18) Resourcefulness. | |
| (19) Dependability. | |
| (20) Physical fitness for the work. | |

STATE ANY OTHER ELEMENTS CONSIDERED

STANDARD Deviations must be explained on reverse side of this form	Rating		Rating official	Reviewing official	EMPLOYEE'S INITIALS <u>RWS</u>
	Adjective rating	Numerical rating			
All underlined elements marked plus, and no element marked minus	Excellent	1	GOOD		
A majority of underlined elements marked plus, and no element marked minus	Very good	2 or 3			
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or a majority of underlined elements marked at least with a check, and minus marks on underlined elements overcompensated by plus marks on underlined elements	Good	4, 5, or 6			
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	7 or 8			
A majority of underlined elements marked minus	Unsatisfactory	9			

On the whole, do you consider the conduct of this employee to be satisfactory? YES (See back of form)
(Yes or no)

Rated by [Signature] SPECIAL AGENT IN CHARGE 4-1-42
(Signature of rating official) (Title) (Date)
Reviewed by [Signature] Assistant Director MAY 29 1942
(Signature of reviewing official) (Title) (Date)
Rating approved by efficiency rating committee MAY 29 1942 Report to employee
(Date) (Adjective rating) (Numerical rating)

CONDUCT REPORT

(This space is to be used in case the question on the face of the sheet regarding the employee's conduct has been answered "No." In such a case give here a full statement of the particulars in which the employee's conduct has not been satisfactory.)

(Signature)

EXPLANATION OF DEVIATIONS FROM STANDARD

(Signature)

PERSONNEL FILES
MAY 26 10 27 PM '42
RECEIVED
F B I
U. S. DEPT. OF JUSTICE

**Federal Bureau of Investigation
United States Department of Justice**

601 Richmond Trust Building
Richmond, Virginia

May 11, 1942

Director
Federal Bureau of Investigation
Washington, D. C.

PERSONAL AND CONFIDENTIAL

Re: Special Agent RICHARD W. SMITH
Annual Efficiency Report

Dear Sir:

500 9-8-41

This efficiency report is being written upon the above named agent at the conclusion of the fiscal year, March 31, 1942.

This agent at the present time is assigned to the Charlottesville territory, working out of the Richmond Headquarters.

He is neat in appearance, has a pleasant personality, is loyal to the Bureau and has performed a large amount of overtime. This agent's knowledge of his duties is fair. With regard to his dictating ability this agent has had some trouble in organizing his reports for dictation, taking a great deal of time. However, upon the completion of this organization his investigations are reported well for an agent of his experience in the field.

This agent at the present time lacks maturity and the knowledge necessary to properly evaluate his work in the territory to which he is assigned and has required more than an average amount of supervision in this field. This has been pointed out to him and it is believed that he will improve in this phase of his work in the future.

This agent is average in the use of firearms and an average automobile driver.

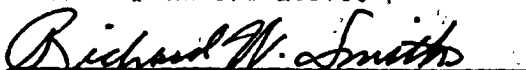
I believe that with opportunity for contact with law enforcement officers and the public this agent has average possibilities of developing maturity and becoming a good agent.

Very truly yours,


H. I. BOBBITT
Special Agent in Charge

HIB:CP

I have read the above.


RICHARD W. SMITH
Special Agent

11920 11920
11920 11920

4 JUL 10 1942

67-144950-58

Routed.....Recorded.....

Searched *68* Checked.

Numbered *55* Filed *57*

JUL 7 1942

FEDERAL BUREAU OF INVESTIGATION

THREE 8

JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

June 30, 1942

HHH:PB

MEMORANDUM FOR MR. GLAVIN

RE: RICHARD WARREN SMITH
Special Agent

Entered on duty	9/8/41
Reported to field	12/2/41
Present grade and salary	CAF-9 \$3200
Last salary change	
Accounting course	Not Enrolled
Marksmanship	Sharpshooter
Qualified in all firearms:	Yes
Failed to qualify with:	None

REMARKS

At the conclusion of his training period, Mr. Clegg said that he made a youthful appearance but was mature in his actions; that he was average and his prospects for development were good; that although he was qualified in all Bureau firearms, he required special attention in the practical pistol course.

On 12/2/41 he was assigned to the Richmond Office. On 1/17/42 SAC Bobbitt reported him as being satisfactory and said that he believed that with close supervision he would develop into a good Agent. In an efficiency report dated 4/1/42 received 5/26/42 SAC Bobbitt gave him an adjective rating of Good and said that with regard to his dictating ability he had had some trouble in organizing his reports for dictation and that he took a great deal of time; that at that time he lacked maturity and the knowledge necessary to properly evaluate his work in the territory to which he was assigned and had required more than an average amount of supervision in that field; and that he believed that he had average possibilities of developing maturity and becoming a good Agent.

Respectfully,

Harris H. Huston

FOR DEFENSE RECOMMENDATION: I recommend that an additional report be secured 8/15/42.



Initial 7/4/42
JEW
ell



b6
b7C

Mr. Tolson ✓
Mr. E. A. Tamm ✓
Mr. Clegg ✓
Mr. Glavin ✓
Mr. Ladd ✓
Mr. Nichols ✓
Mr. Rosen ✓
Mr. Tracy ✓
Mr. Carson ✓
Mr. Coffey ✓
Mr. Hendon ✓
Mr. Kramer ✓
Mr. McGuire ✓
Mr. Harbo ✓
Mr. Quinn Tamm ✓
Tele. Room ✓
Mr. Nease ✓
Miss Beahm ✓
Miss Gandy ✓

REPORT OF REGULAR () INTERIM ()
PROBATIONARY-1ST () 2D ()
EFFICIENCY RATING

7-8-41
Classification Symbols

CAF 9
(Service) (Grade) (Class)

As of July 15, 1942 based on performance during period from April 1, to July 15, 1942

RICHARD W. SMITH

(Name of employee)

Special Agent

(Title of position)

Federal Bureau of Investigation

(Bureau)

Richmond, Virginia

(Field office)

(Division)	(Section)	(Subsection or unit)	(Field office)
ON LINES BELOW MARK EMPLOYEE	1. Underline the elements which are especially important in the position. 2. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in <i>italics</i> or not. 3. Before rating, become thoroughly familiar with instructions in the rating manual.	CHECK ONE: Administrative, supervisory, or planning ☐ All others ☐	
✓ if adequate			
- if weak			
+ if outstanding			

- (1) Maintenance of equipment, tools, instruments.
- (2) Mechanical skill.
- (3) Skill in the application of techniques and procedures.
- (4) Presentability of work (appropriateness of arrangement and appearance of work).
- (5) Attention to broad phases of assignments.
- (6) Attention to pertinent detail.
- (7) Accuracy of operations.
- (8) Accuracy of final results.
- (9) Accuracy of judgments or decisions.
- (10) Effectiveness in presenting ideas or facts.
- (11) Industry.
- (12) Rate of progress on or completion of assignments.
- (13) Amount of acceptable work produced. (Is mark based on production records? Yes or no)
- (14) Ability to organize his work.
- (15) Effectiveness in meeting and dealing with others.
- (16) Cooperativeness.
- (17) Initiative.
- (18) Resourcefulness.
- (19) Dependability.
- (20) Physical fitness for the work.

- (21) Effectiveness in planning broad programs.
- (22) Effectiveness in adapting the work program to broader or related programs.
- (23) Effectiveness in devising procedures.
- (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
- (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
- (26) Effectiveness in instructing, training, and developing subordinates in the work.
- (27) Effectiveness in promoting high working morale.
- (28) Effectiveness in determining space, personnel, and equipment needs.
- (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
- (30) Ability to make decisions.
- (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

10 JUL 22 1942
RECORDED

67-144750-59
FEDERAL BUREAU OF INVESTIGATION
JUL 17 1942

STANDARD	Adjective rating	Numerical rating	Rating official
✓ All underlined elements marked plus, and no element marked minus	Excellent.....	1	Rating official <u>good</u>
A majority of underlined elements marked plus, and no element marked minus	Very good.....	2 or 3	
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or a majority of underlined elements marked at least with a check, and minus marks on underlined elements overcompensated by plus marks on underlined elements	Good.....XX	4, 5, or 6	Reviewing official <u>THB 4/4</u>
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair.....	7 or 8	
A majority of underlined elements marked minus	Unsatisfactory.....	9	<u>R. W. S.</u>

On the whole, do you consider the conduct of this employee to be satisfactory? Yes (See back of form)
(Yes or no)

Rated by [Signature] Special Agent in Charge July 15, 1942
(Signature of rating official) (Title) (Date)

Reviewed by _____ (Signature of reviewing official) _____ (Title) _____ (Date)

Rating approved by efficiency rating committee _____ Report to employee _____
(Date) (Adjective rating) (Numerical rating)

CONDUCT REPORT

(This space is to be used in case the question on the face of the sheet regarding the employee's conduct has been answered "No." In such a case give here a full statement of the particulars in which the employee's conduct has not been satisfactory.)

(Signature)

EXPLANATION OF DEVIATIONS FROM STANDARD

(Signature)

U.S. DEPT. OF JUSTICE
FBI
RECEIVED
JUL 17 9 41 AM '42
PERSONNEL FILES

U.S. DEPT. OF JUSTICE
FBI
JUL 16 10 46 PM '42
RECEIVED
FILES DIVISION

601 Richmond Trust Building
Richmond, Virginia

July 15, 1942

Re: SPECIAL AGENT RICHARD W. SMITH
Special Efficiency Report

This efficiency report is being written upon the above named Agent in view of his transfer from this field division.

Since the date of his last report this Agent has continued to be diligent in his duties. His knowledge of his duties at the present time is fair. He has improved his dictating ability, particularly the organization of his reports for dictation. He has been used in this office on general work and also upon special assignment, the latter being with reference to a plant maintained undercover. He has carried out his assignment well in this particular instance.

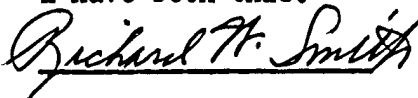
This Agent's firearms ability is average and at the present time I would use him only on limited dangerous assignments. I have not had an opportunity to observe this Agent testify in court. He is a capable automobile driver.

In appearance this Agent is neat, has a pleasant personality and although he lacks the proper maturity desired of a Bureau Agent, he has improved in this field since his arrival in this division and it is believed that with continued experience he has average possibilities of developing into a good Agent.

HIB:VG


H. I. BOBBITT
Special Agent in Charge

I have seen this.


Richard W. Smith

RNL:DK

July 18, 1942

Mr. J. A. Gallagher
Chairman
Local Board Number 13
Selective Service System
1124 Vermont Avenue, N. W.
Washington, D. C.

Dear Mr. Gallagher:

Reference is made to your communication with regard to the Selective Service case of Mr. Richard W. Smith, who is duly registered at your Board as Order Number 3154. You will recall that under date of August 5, 1941, D.S.S. Form 42 was furnished to your Board and as a result thereof, he was placed in a deferred status.

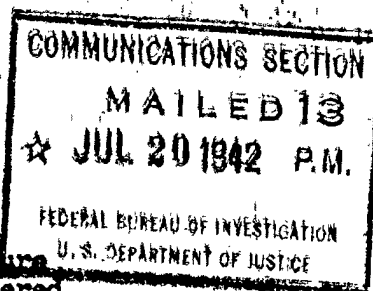
Mr. Smith is still employed by this Bureau and it has been impossible to effect any replacement for him during the deferment period. As you have been previously advised, he has been in this Bureau since July 8, 1940, and is a trained Special Agent. In accordance with your request, I am transmitting herewith, D.S.S. Form 42-A executed by me under date of July 6, 1942, requesting that he be granted additional occupational deferment.

I want you to know that it is my desire to cooperate with your Board in every possible way, and in the event there is any additional information desired by you with regard to this case, please do not hesitate to call upon me. Of course, should there be any change in his occupational status with this Bureau, I shall promptly advise you.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
McGuire _____

Sincerely yours,

John Edgar Hoover
Director



Enclosure
Registered
Return Receipt Requested
cc: SAO - Richmond

457342

14-7337-60

AFFIDAVIT TO SUPPORT CLAIM FOR OCCUPATIONAL DEFERMENT

INSTRUCTIONS.—This form is to be filled out by an employer or other person who has knowledge of the registrant's eligibility for Class II deferment as a necessary man in his civilian occupation or activity. If the registrant owns and operates his own business, he may fill out this form himself.

All parts except Part E should be filled out for a registrant engaged in a business, occupation, or profession.

Parts A, E, F, G, and H should be filled out for a registrant pursuing a course of instruction in preparation for work necessary to the War Production Program.

A. IDENTIFICATION OF REGISTRANT:

1. Local Board No. 13 _____ (County) Washington _____ (City) D. C. _____ (State)
2. Name of registrant RICHARD W. SMITH _____ Order No. 3154 _____

B. INDUSTRY, BUSINESS, OR SERVICE IN WHICH REGISTRANT IS ENGAGED:

1. Name of firm, corporation, partnership, etc. Federal Bureau of Investigation, United States Department of Justice _____
2. Description of industry or other activity See attachment _____

3. Is the activity seasonal? No _____: If so, what is the season? _____
4. Has your product or service any relationship to the War Production Program? Yes _____ If so, specify As mentioned under B. 2, the Bureau has investigative jurisdiction over all violations pertaining to the internal security of the United States. _____
5. Is your product or service necessary to the health, safety or interest of the community or the Nation? Yes _____ If so, specify See attachment _____

6. (a) Have you any War Production contracts or subcontracts? _____ If so, specify _____

(b) Do any of the above contracts carry specific priority ratings? _____ If so, specify _____

7. Approximate percentage of product or service currently produced for use of—
(a) The general public _____
(b) The Government See attachment _____
(c) A primary contractor of the Government _____ Explain item (c) here _____

8. If an agricultural pursuit, state

(a) Size and type of farm

(b) Number of acres under cultivation Number of livestock, poultry, etc.

(c) Principal product

(d) Number of persons employed for wages

C. OCCUPATION OF REGISTRANT:

1. What is the title of his present job or position? Special Agent

2. On what date did he enter upon present duties? He has been employed by this Bureau since July 8, 1940. He has been employed as a

3. What is his weekly rate of pay? \$3200 annually Special Agent since September 8, 1941.
~~CONFIDENTIAL~~

4. Is he a—
(Check one) { ☒ Regular employee.
☐ Seasonal employee.
☐ Temporary or occasional employee.

☐ Other (specify):

5. Has he a journeyman rating?

6. Is he—
(Check one) { ☐ Skilled. See attachment D. 6. a.
☐ Semiskilled. ☐ Unskilled.

(a) Is he in training as an apprentice or learner? (State which)

(b) How long has he been in such training?

(c) On what date will he complete his training?

(d) For what work is he preparing?

7. (a) Give an ACCURATE and FULL description of his duties. (If possible use United States Employment Service job specifications) See attachments B. 2 and D. 6. a.

(b) On what specific product or service is he primarily engaged? See attachment B. 2

8. Is the registrant trained or experienced in more highly skilled work than that in which he is now engaged?

If so, specify

D. DATA RELATIVE TO "NECESSITY" OF THE REGISTRANT:

(See last page of this form for definitions of "necessary man" and regulations regarding deferment.)

1. Have you had difficulty in recruiting workers with the registrant's qualifications or skill? Yes If so, explain action taken, and results See attachment

2. Do you anticipate that you would have difficulty in recruiting workers with the registrant's qualifications or skill now or in the future? Yes If so, upon what grounds do you base your anticipation? See attachment D. 1

3. Would the registrant's removal cause a material loss of effectiveness in your activity? Yes If so, upon what grounds do you base your statement? See attachments D. 1 and D. 5
4. Would the registrant's removal cause such a serious interruption or delay in your activity that it would impede the War Production program? Yes If so, upon what grounds do you base your statement? See attachments D. 1 and D. 5
5. (a) How many persons of similar skill or training do you employ? 3784
 (b) Are you expanding that part of your business that requires the services of the registrant's special qualifications or skill? Yes If so, specify in detail See attachment
6. (a) How long does it take to train a person in the registrant's qualifications or skill? See attachment and remarks
 (b) How many persons are you now training in these qualifications or skill to replace separated workers? _____
 To fill newly created jobs? 300

E. STUDENTS AND OTHERS IN TRAINING:

(To be filled in by appropriate official of school or institution.)

1. Name and type of school or institution _____

 (Type) Location (Name) (City) (State)
2. Designation of course pursued by registrant _____
3. For what certificate or license (if any) is he preparing? _____
4. Length of time already spent in course _____
5. How has he progressed to date? _____
6. On what date do you expect the registrant to complete this training? _____
7. Has he offers or contracts of employment after completing the course? _____ If so, specify _____

F. EMPLOYER'S (OR SCHOOL OFFICIAL'S) STIPULATION:

1. Based on the definitions given below in "Excerpts from Selective Service Regulations," I/we recommend classifying this registrant in Class II-B
 (II-A or II-B)
2. Deferment of this registrant is requested for Indefinite
 (Length of time)
3. It is agreed that I/we will notify registrant's Local Board of the resignation, dismissal, failure to make progress in training, or a change in the nature of the employment of the above-named registrant.
4. The registrant is not related to any of the executive officers of this employing unit. The above relationship, if any, is _____
 (Is, is not)

G. REMARKS: It will be noted that Mr. Smith is presently performing duties in a position which has been designated as critical to the effective functioning of this Bureau by General Hershey of the National Selective Service Headquarters in Local Board Release Number 75, which was issued under date of December 29, 1941

H. JURAT:

I, Edgar Hoover (Name) do solemnly swear (or affirm) that
I am the Director (Official position) of the Federal Bureau of Investigation (Name of employing unit, or school or institution)
and that the foregoing statements are true to the best of my knowledge and belief.

Subscribed and sworn to before me this 6th day of July, 1942

(Signature of official administering oath)

(Official designation of official administering oath)

THE OATH REQUIRED BY THIS FORM MAY BE ADMINISTERED BY—

1. Any civil officer authorized to administer oaths generally.
2. Any commissioned officer of the land or naval forces assigned for duty with the Selective Service System.
3. Any member or clerk of a local board or board of appeal.
4. Any government appeal agent or associate government appeal agent.
5. Any member or associate member of an advisory board for registrants.
6. Any postmaster, acting postmaster, or assistant postmaster.

No fee shall be charged by any person for administering the oath required on this form.

EXCERPTS FROM SELECTIVE SERVICE REGULATIONS

622.21 Class II-A: Man necessary in his civilian activity.—(a) In Class II-A shall be placed any registrant found to be a "necessary man" in any industry, business, employment, agricultural pursuit, governmental service, or any other service or endeavor, or in training or preparation therefor, the maintenance of which is essential to the national health, safety, or interest.

(b) Class II-A deferments shall be for the period of 6 months or less as may be deemed necessary to secure or train a replacement for the registrant. If there is a change in the registrant's status during the period of his deferment in Class II-A, his classification shall be reopened and considered anew. At the expiration of the period of the registrant's deferment in Class II-A, his classification shall be reopened, and he shall be classified anew. When the registrant is classified anew, he shall not be again placed in Class II-A unless such classification is warranted, and in addition, the registrant or the registrant's employer convinces the local board, or the board of appeal (if an appeal is taken), or the President (if an appeal is permitted and is taken) that a reasonable but unsuccessful effort has been made during the period of deferment to secure or to train a replacement. If these conditions are met and the registrant is again placed in Class II-A, such further deferment shall be for the period of 6 months or less as may be deemed necessary to secure or train a replacement. The same rule shall be applied when again classifying such a registrant at the end of each successive period for which he has been classified in Class II-A.

622.22 Class II-B: Man necessary to the War Production Program.—(a) In Class II-B shall be placed any registrant found to be a "necessary man" in any industry, business, employment, agricultural pursuit, governmental service, or in any other service or endeavor, or in training or preparation therefor, the maintenance of which is necessary to the war production program.

(b) Class II-B deferments shall be for a period of 6 months or less. If there is a change in the registrant's status during the period of deferment in Class II-B, his classification shall be reopened and considered anew. At the expiration of the period of the registrant's deferment in Class II-B, his classification shall be reopened, and he shall be classified anew. In again classifying the registrant, care should be taken not to impede the war production program. The registrant should be again classified in Class II-B for a period of 6 months or less if such classification is warranted and if the registrant's employer has made a reasonable but unsuccessful effort to secure or train a replacement for the registrant during the period of deferment. The same rule shall be applied when again classifying such a registrant at the end of each successive period for which he has been classified in Class II-B.

622.23 General rules for classification in Class II-A and Class II-B.—(a) On the local board is placed the primary responsibility of deciding which men should be deferred because of their civilian activities. It is in the national interest and of paramount importance to our national defense that civilian activities which are directly contributing to the war effort or which are otherwise essential to the national health, safety, or interest, should be maintained where possible, consistent with the fundamental purposes of the Selective Training and Service Act of 1940, as amended.

(b) No deferment from training and service shall be made in the case of any individual except upon the basis of the status of such individual, and no deferment shall be made of individuals by occupational groups or groups of individuals in any plant or institution.

(c) The local board may avail itself of the assistance of all Federal, State, or local agencies (such as the Office of Production Management Labor Supply Committees, State and Federal employment services, State occupational advisors, county agricultural agents, or others) to obtain information in cases of occupational deferments.

622.24 "Necessary man" defined.—A registrant shall be considered a "necessary man" in industry, business, employment, agricultural pursuit, governmental service, or in any other service or endeavor, including training or preparation therefor, only when all of these conditions exist: (1) He is, or but for a seasonal or temporary interruption would be, engaged in such activity; (2) he cannot be replaced because of a shortage of persons with his qualifications or skill in such activity; and (3) his removal would cause a serious loss of effectiveness in such activity.

B. 2.

The Federal Bureau of Investigation has been designated as the sole civilian Government investigative agency, having jurisdiction over the investigation of matters pertaining to the national defense, that is, espionage, sabotage, registration of agents of foreign principals and the like. Further, the Federal Bureau of Investigation has sole investigative jurisdiction in a great number of other Federal statutes which embrace bank robbery, kidnaping, extortion, white slave traffic, the National Motor Vehicle Theft Act, and numerous others. The Federal Bureau of Investigation has also been designated by Congress as the agency officially responsible for the tabulation and dissemination of police statistics for the entire country. Under an Act of Congress these statistics are gathered and are distributed to thousands of interested police and affiliated agencies each quarter so that trends of crime, crime records, and crime control can be known to those to whom it is of most interest. Further than this, the Federal Bureau of Investigation has been designated as the agency having jurisdiction over the classification and maintenance of fingerprint records, not only on a national basis, but on an international basis. We have some thirty-one million sets of fingerprints on hand today. We are receiving the fingerprint records of all persons enlisted or being inducted into the Army and enlisted in other military services. Thousands of persons in public utility positions are fingerprinted and the prints are retained in our files. Those working in national defense industries on many occasions are fingerprinted, their prints being included in our files. Our Government employees' prints are included. We are receiving thousands of criminal fingerprints from all police agencies in the country daily and it is essential that we immediately be able to notify the arresting agency of the criminal record of the individual because he may be wanted for more serious crimes in other sections of the country and if he is to be released on a mere vagrancy or other charge, he may be set free to continue his depredations on society. This Bureau, together with many other foreign countries, participates in the international exchange of fingerprints. Hundreds of international crooks are brought to task yearly through the media of this service we have rendered.

Our Criminology Laboratory handles the scientific examination of evidence in cases investigated by the Federal and local law enforcement agencies. A great deal of their work is done in the examination of suspected sabotage cases at the present time. The scientists in that Laboratory have lectured throughout the country on bombs and explosives so that local police agencies may be adequately prepared to handle any such matters which might arise under their jurisdiction.

There are contained in our Files Section the files of hundreds of thousands of individuals whose activities are of the greatest importance to the country today. The work of the Files Section and the records of that section which have to do not only with the investigation of kidnaping, extortion, bank robbery, and like cases but also the investigation of our espionage, sabotage, foreign agent cases, and others, are of course accessible to employees working in that unit. It is most essential that only the most trusted employees be so assigned.

B. 5.

The work of the Federal Bureau of Investigation is of the utmost importance in the national defense. It is essential that thoroughly qualified personnel of the highest integrity and background be secured for every position in the Bureau. Our work is the guarding of the internal security of the country, not only in national defense matters, but in the control of those criminals who previously had terrorized the country in waves of bank robbery, kidnaping, extortion, white slavery, automobile theft, and numerous other crimes. There is no doubt whatsoever in the minds of law enforcement officials that should any group be permitted to have the assurance that their activities were being minimized during the present national emergency, we would have a tremendous country-wide wave of crime in that particular category in a very short period of time. It is, therefore, essential that from a national defense standpoint and from a public security standpoint the Bureau maintain its qualified staff at an absolute maximum in order to continue to have control of the criminal element under its jurisdiction.

I, J. Edgar Hoover, do solemnly swear (or affirm) that I am the Director of the Federal Bureau of Investigation and that the foregoing statements are true to the best of my knowledge and belief.

Subscribed and sworn to before me this 6th day of July, 1942

B. 7. a. b. c.

The Federal Bureau of Investigation is primarily a service agency. We serve our Government and the public. We cannot determine the amount of work which is going to be referred to us. If there is a crime wave of local or national significance at any time the work of the Bureau is increased in comparison. Our identification, laboratory, and crime statistics facilities reflect very definitely the trends in the country. We must have available personnel to properly handle the thousands of fingerprint records being received by us daily. We are at the present time receiving approximately thirty-four thousand sets of prints daily. We must have a scientific staff in the laboratory to examine scientific evidence. We must have an investigative force of sufficient size to handle the work being referred to us. We must have a technical and supervisory staff of sufficient size to render the service to our investigative, identification, laboratory, and statistical staffs so that we may have the benefit of the wealth of information in our various files. The work of the Federal Bureau of Investigation has increased so tremendously that every employee in the Bureau, regardless of his position, is performing a tremendous amount of overtime service. Our Special Agent investigators are performing no less than four hours a day overtime service. In the present emergency we have found it necessary to curtail leave because of inadequate personnel and many of our men have worked over long periods of time without having any time off for vacation.

D. 1.

The additional duties imposed upon the Bureau since the declaration of the national emergency have made it necessary that our staff be more than doubled. From the information furnished under sub-heading B, it will be seen that it is essential to carefully investigate every employee in the Bureau. All of our employees in the performance of their work at one time or the other has opportunity to observe and note the content of confidential investigative reports, the publication of which would be most detrimental to the national safety. We have had considerable difficulty in securing sufficient employees. We find that out of applicants who file application, we are successful in appointing about one out of every one hundred. It, therefore, means that if we lose an employee after he is fully investigated and is being given training or has been experienced, we must again consider on an average, one hundred persons before he can be replaced. In the accelerated program of the Government it is essential that the Federal Bureau of Investigation work at top speed to keep abreast of its duties and investigation of matters pertaining to national defense, its regular activities, and its most important and essential identification activities at this time.

D. 5.

At the present time the Federal Bureau of Investigation is employing additional qualified persons as rapidly as they can be found. The assembled Congress has in the past several months passed several bills which will increase even to a greater extent our present volume of work. The needs of the service as to employees fluctuate with the periods of stress in the country.

D. 6. a.

Special Agents of the Federal Bureau of Investigation are given twelve weeks of training which embraces five hundred and thirty-five hours of study. During that period of time they are trained not only in investigative techniques and procedures but are qualified in the handling of firearms, mechanical devices, and technical devices in use by the Bureau. After entering the field service after training, their skill, of course, increases with their length of service in the field.

I, J. Edgar Hoover, do solemnly swear (or affirm) that I am the Director of the Federal Bureau of Investigation and that the foregoing statements are true to the best of my knowledge and belief.

Subscribed and sworn to before me this 6th day of July, 1942

Mr. J. Edgar Hoover, Director,

Please complete the attached Form 42-A for
Richard Warren Smith and return to this office
as soon as possible.

LOCAL BOARD No. 13
1124 Vermont Ave. N. W.
Washington, D. C.

4 AUG 2 1942

RECORDED

144950-61

68

FILED

JUL 31 1942

Noted
SRR

See

W

ack
7-18-42
RHR

U.S. Form 57
(Rev. 6-30-41)

**NOTICE OF continuation of
CLASSIFICATION**

Registrant:

Richard W. Smith

Order No. 2154

has been classified by—

LOCAL BOARD No. 13

1124 Vermont Ave. N. W.

(State of Local Board) D. C.

Local Board ☒ Board of Appeal, by vote of 4 to 0 ☐

President ☐ In class 1-A (Unit 1) ☐ **further notice**

James D. Gallagher ☐ Member of Local Board.

11-18-44 JUL 23 1942

mailing 11-18-44

BE ALERT

The law requires you—
To keep in touch with the local board.
To notify it of any change of address.
To notify it of any fact which might change classification.

NOTE: RIGHT TO APPEAL

Classification by local board or board of appeal must be made at office of local board, by signing appeal questionnaire or by filing written notice of appeal, within ten days after the mailing of this notice. Before signing a registrant may file a written request for appearance within the same ten-day period; and, if he does so, the local board will fix a day and notify him to appear personally before the local board; if this is done, the time to appeal is extended to ten days beyond the day set by the local board for such appearance. There is a right in certain dependency cases, of appeal from appeal board decision to the President; see Selective Service Regulations, Volume Three.

16-70071 U. S. GOVERNMENT PRINTING OFFICE

RECORDED

67-144950-62
Searched.....
Serialized.....
Indexed.....
JUL 31 1942
FEDERAL BUREAU OF INVESTIGATION

4 AUG 5 1942

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RECORDED

67-144950-63

Routed 7... Recorded...

Searched 28... Checked...

Numbered 123... Filed... *LD*

AUG 13 1942

FEDERAL BUREAU OF INVESTIGATION

4 1942

JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

3-Way
Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

MEMORANDUM FOR MR. GLAVIN

RE: RICHARD WARREN SMITH
Special Agent

Entered on duty	9/8/41
Reported to field	12/2/41
Present grade and salary	CAF-9 \$3200
Last salary change	
Accounting course	Not enrolled
Marksmanship	Sharpshooter
Qualified in all firearms:	Yes
Failed to qualify with:	

REMARKS

At the conclusion of his training period, Mr. Clegg said that he made a youthful appearance but was mature in his actions; that he was average and his prospects for development were good; and that although he was qualified in all Bureau firearms, he required special attention in the practical pistol course.

On 12/2/41 he was assigned to the Richmond Office. On 1/17/42 SAC Bobbitt reported him as being satisfactory and said that he believed that with close supervision he would develop into a good Agent. In an efficiency report dated 4/1/42 SAC Bobbitt gave him an adjective rating of good and said that with regard to his dictating ability he had had some trouble in organizing his reports for dictation and that he took a great deal of time; that at that time he lacked maturity and the knowledge necessary to properly evaluate his work in the territory to which he was assigned and had required more than an average amount of supervision in that field; and that he believed that he had average possibilities of developing maturity and becoming a good Agent. In an inspection of the Richmond Office from 6/8/42 to 6/15/42 SAC Soucy said this Agent had about average possibilities; that he had a pleasant personality; that he failed one of the exams, but appeared to have an average amount of intelligence and his possibilities were about average. On 6/30/42 this Agent was considered for re-allocation but it was recommended that an additional report be secured. In a letter dated 7/2/42 this Agent was censured due to the fact that he failed to pass the examination covering the Manual of Instructions.

FOR DEFENSE



On 7/15/42 SAC Bobbitt gave this Agent an adjective rating of good and said that he had continued to be diligent in his duties; that his knowledge of his duties was fair; that he had improved in his dictating

-2-

ability, particularly the organization of his reports for dictation; that his firearms ability was average and that he would use him only on limited dangerous assignments; that he had a pleasant personality and although he lacked the proper maturity, he had improved in that field and it was believed that with continued experience he had average possibilities of developing into a good Agent. On 7/15/42 this Agent was transferred to the Newark Office.

Respectfully,

M. L. Ward

M. L. Ward

I recommend no action pending receipt
of report from Newark.

✓ *H. H. Huston*
Harris H. Huston

*ok
JL*

*Noted 8/12/42
gbr
llh*

REPORT OF REGULAR () INTERIM ()
PROBATIONARY--1st () 2d ()
EFFICIENCY RATING

Classification Symbols

CAF 9 \$3200
(Service) (Grade) (Class)

As of August 29, 1942 based on performance during period from July 15, 1942 to August 29, 1942

RICHARD WARREN SMITH
(Name of employee)

Special Agent
(Title of position)

Federal Bureau of Investigation
(Bureau)

Newark, N.J.
(Field office)

(Division)

(Section)

(Subsection or unit)

(Field office)

ON LINES BELOW
MARK EMPLOYEE

V if adequate
- if weak
+ if outstanding

- Underline the elements which are especially important in the position.
- Rate only on elements pertinent to the position.
 - Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions.
 - Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in *italics* or not.
- Before rating, become thoroughly familiar with instructions in the rating manual.

CHECK ONE:

Administrative, supervisory, or planning ☐
All others ☒

- Maintenance of equipment, tools, instruments.
- Mechanical skill.
- Skill in the application of techniques and procedures.
- Presentability of work (appropriateness of arrangement and appearance of work).
- Attention to broad phases of assignments.
- Attention to pertinent detail.
- Accuracy of operations.
- Accuracy of final results.
- Accuracy of judgments or decisions.
- Effectiveness in presenting ideas or facts.
- Industry.
- Rate of progress on or completion of assignments.
- Amount of acceptable work produced. (Is mark based on production records? (Yes or no))
- Ability to organize his work.
- Effectiveness in meeting and dealing with others.
- Cooperativeness.
- Initiative.
- Resourcefulness.
- Dependability.
- Physical fitness for the work.

- Effectiveness in planning broad programs.
- Effectiveness in adapting the work program to broader or related programs.
- Effectiveness in devising procedures.
- Effectiveness in laying out work and establishing standards of performance for subordinates.
- Effectiveness in directing, reviewing, and checking the work of subordinates.
- Effectiveness in instructing, training, and developing subordinates in the work.
- Effectiveness in promoting high working morale.
- Effectiveness in determining space, personnel, and equipment needs.
- Effectiveness in setting and obtaining adherence to time limits and deadlines.
- Ability to make decisions.
- Effectiveness in delegating clearly defined authority to act.

RECORDED

STATE ANY OTHER ELEMENTS CONSIDERED

Routed, 42, Recd

Numbered, 2, Filed

SEP 16 1942

FEDERAL BUREAU OF INVESTIGATION

STANDARD

Deviations must be explained on reverse side of this form

- 7-15
- All underlined elements marked plus, and no element marked minus
A majority of underlined elements marked plus, and no element marked minus
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or a majority of underlined elements marked at least with a check, and minus marks on underlined elements overcompensated by plus marks on underlined elements
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks
A majority of underlined elements marked minus

Adjective rating
Excellent
Very good
Good
Fair
Unsatisfactory

Numerical rating
1
2 or 3
4, 5, or 6
7 or 8
9

Adjective rating
Numerical rating
Rating official
Good
Memo to Mr. Glavin
9/25/42 mm: RWS
I have read this report:
RWS
Employee's Initials

On the whole do you consider the conduct of this employee to be satisfactory? Yes (See back of form)
(Yes or no)

Rated by F. E. CONROY
(Signature of rating official)

Special Agent in Charge
(Title)

August 29, 1942
(Date)

Reviewed by
(Signature of reviewing official)

(Title)

(Date)

Rating approved by efficiency rating committee
(Date)

Report to employee
(Adjective rating)

(Numerical rating)

CONDUCT REPORT

(This space is to be used in case the question on the face of the sheet regarding the employee's conduct has been answered "No." In such a case give here a full statement of the particulars in which the employee's conduct has not been satisfactory.)

(Signature)

EXPLANATION OF DEVIATIONS FROM STANDARD

(Signature)

U.S. DEPT. OF JUSTICE
F B I

SEP 15 2 57 PM '42
DEPT. OF JUSTICE

RECEIVED
DIVISION

SEP 15 3 40 PM '42
PERSONNEL FILES

2

RICHARD WARREN SMITH
Special Agent
Interim Efficiency Rating

This supplements standard form Number 51, Report of Efficiency Rating, submitted for Agent SMITH under date of August 29, 1942.

This Agent entered on duty at the Training School for New Agents at Washington, D.C., on September 8, 1941. He reported for duty at the Newark Office, his second office of assignment, on July 15, 1942. He is in Grade CAF 9 at \$3200 per annum, the entrance salary.

With the exception of a period of approximately eight days during which this Agent was on special assignment, he has worked entirely in the headquarters city and vicinity since his assignment to the Newark Office. He has handled cases involving Internal Security, Espionage, Alien Employment in Aircraft and Munitions Production, and Interference with Armed Forces.

At the one Agents' Quarterly Conference held since his assignment here, Agent SMITH received a grade of 95% on his examination, "Good" on his notebook, and "Good" in Technical Training. At the August firearms training periods, this Agent received an average grade with all arms of 84%, which is average for the Agents of this office.

Since his assignment at this office, Agent SMITH arrested one Selective Service violator and participated in the arrests of five alien enemies. He has not been on any surveillances and on no assignments of a dangerous nature. He has not testified in this district. Agent SMITH has passed the New Jersey State automobile driver's license test, but I have not had an opportunity to ride in an automobile driven by him. Since his assignment at this office, he has performed an average overtime of 4 hours and 7 minutes per day, which is average for the Agents of this office.

Agent SMITH uses the touch system on a typewriter at approximately 45 words per minute and his rough drafts are in good form. He does not have the ability to take shorthand. At dictation, Agent SMITH is considered good. He is well prepared prior to dictating and dictates at a fairly rapid rate of speed.

The reports rendered by this Agent have been clear and concise and have reflected thorough investigations. They have required less than

RICHARD WARREN SMITH
Special Agent
Interim Efficiency Rating

average supervision. This Agent is sincere and conscientious and has performed a good volume of work.

Agent SMITH dresses neatly and presents a good appearance. He possesses a pleasing personality. This Agent has the proper attitude towards his work and can be considered average for an Agent of his length of experience.

I have been well satisfied with the services rendered by this Agent.


E. E. CONROY
Special Agent in Charge

I have read this report:

RWS

GHG

COPY

COPY

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

September 12, 1942

TELETYPE

To: COMMUNICATIONS SECTION.

Transmit the following message to: SAC NEWARK

SUBMIT FORTYFIVE DAY EFFICIENCY REPORTS ON SAS JE BRENNAN ME MURPHY
LS KEMP CG CLEVELAND RW SMITH IMMEDIATELY

HOOVER

Federal Bureau of Investigation
United States Department of Justice

Washington, D. C.

September 25, 1942

HHH:MM

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

MEMORANDUM FOR MR. GLAVIN

RE: RICHARD WARREN SMITH
Special Agent

Entered on duty	9-8-41
Reported to field	12-2-41
Present grade and salary	CAF-9 \$3200
Last salary change	
Accounting course	Not enrolled.
Marksmanship	Expert.
Qualified in all firearms:	Yes.
Failed to qualify with:	None.

REMARKS

At the conclusion of his training period, Mr. Clegg said he made a youthful appearance but was mature in his actions; that he was average and his prospects for development were good; and that although he was qualified in all Bureau firearms, he required special attention in the practical pistol course.

On 12-2-41 he was assigned to the Richmond Office. On 1-17-42 SAC Bobbitt said he was satisfactory and that with close supervision, he would develop into a good agent. On 4-1-42 SAC Bobbitt gave him an adjective rating of Good and said he had had some trouble in organizing his reports for dictation and took a great deal of time; that at that time he lacked maturity and the knowledge necessary to properly evaluate his work in the territory to which he was assigned and had required more than an average amount of supervision in that field; and that he had average possibilities of developing maturity and becoming a good agent. In an inspection of the Richmond Office from 6-8-42 to 6-15-42, SAC Doucy said he had about average possibilities; that he failed one of the exams, but appeared to have an average amount of intelligence and his possibilities were about average. On 6-30-42 he was considered for re-allocation but it was recommended that an additional report be secured. In a letter dated 7-2-42 this agent was censured due to the fact that he failed to pass the examination covering the Manual of Instructions.

On 7-15-42 SAC Bobbitt gave this agent an adjective rating of Good and said that he had continued to be diligent in his duties; that his knowledge of his duties was fair; that he had improved in his dictating ability, especially the organization of his reports for dictation; that his firearms ability was average; that he would use him only on limited dangerous assignments; that he lacked the proper maturity, but had improved in that field and it was believed that with continued experience he would develop into a good agent. On 7-15-42 he was transferred to Newark.

He was considered for reallocation in 8-42 but it was recommended that no

BUY
UNITED
STATES
SAVINGS
BONDS
AND STAMPS

-2-

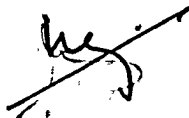
action be taken pending receipt of the report from Newark.

On 8-29-42 SAC Conroy gave him an adjective rating of Good and said his reports had been clear and concise and reflected thorough investigations; that they had required less than average supervision; that he had performed a good volume of work; that he had the proper attitude towards his work; that he could be considered average for an agent of his length of experience; and that he had been well satisfied with the services of this agent.

I recommend grade CAF-10 at \$3500 per annum.

Respectfully,


Harris H. Huston


Per. rec. L. Lefebvre
9/29/42
J. H. J.

Prom. Sent
10-22-42
W. H. M.

MAX:EM

October 8, 1942

Mr. J. A. Gallagher
Chairman
Local Board Number 13
Selective Service System
1124 Vermont Avenue, N. W.
Washington, D. C.

CONFIDENTIAL

Dear Mr. Gallagher:

Reference is made to the Selective Service case of Mr. Richard W. Smith who is duly registered at your Board as Order Number 3154. You will recall that as a result of my previous request for occupational deferment, he has been continued in a deferred status by reason of his employment in this Bureau as a Special Agent.

Mr. Smith is still employed by the Federal Bureau of Investigation, and it has been impossible during the deferment period to effect any replacement for him. As you have been previously advised, he has been employed in this Bureau since July 8, 1940, and is now a trained Special Agent. For your further information, due to his length of service and increased experience, he has now been promoted to the salary of \$3500 per annum. I desire to call your attention to Local Board Release Number 75, issued by General Hershey of National Selective Service Headquarters under date of December 29, 1941, advising your Board that the above listed position is one of the critical positions in this Bureau and requesting your cooperation in granting deferment whenever possible to do so. His removal for induction at this time would cause an impairment of the work we are now performing in order to guarantee the internal security of this country. I desire, therefore, to request that Mr. Smith be granted additional deferment in Class II-B.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

I appreciate your previous cooperation in this matter, and should there be any additional information you may desire with regard to this case, please do not hesitate to call upon me. Of course, I shall keep you promptly advised as to any change in the occupational status of this registrant.

Sincerely yours,

John Edgar Hoover
Director

COMMUNICATIONS SECTION

RECEIVED
OCT 10 1942
SAC Newark

144950-66

JP

FEDERAL BUREAU OF INVESTIGATION

Mr.
Miss
Mrs.

Date _____

Mr. Richard W. Smith

New appointment ☐Transfer ☐Promotion ☐

September 29, 1942

Separation ☐

X

PRESENT STATUS

1. Title:

2. Grade:

3. Salary:

Special Agent

4. Seat of Government:

Field:

\$3200 per annum

5. Division:

6. Appropriation:

PROPOSED ACTION

"Salaries and Expenses, FBI"
(National Defense)

7. Title:

8. Grade:

9. Salary:

Special Agent

10. Seat of Government:

Field:

\$3500 per annum

11. Division:

12. Appropriation:

13. Effective:

October 1, 1942

14. Position:

"Salaries and Expenses, FBI"
(National Defense)

Additional:

Vice:

Identical: X

15. Remarks:

CC: Chief, Audit Section
Mr. Reeder

Respectfully submitted,

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Coffey _____

Mr. Hendon _____

Mr. Kramer _____

Mr. McGuire _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

COMMUNICATIONS SECTION

MAILED 2

SEP 29 1942 P.M.

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

Director, Federal Bureau of Investigation

(Title)

RECORDED

Jef

October 22, 1942

Mr. Richard W. Smith
Federal Bureau of Investigation
United States Department of Justice
1836 Raymond-Commerce Building
Newark, New Jersey

Dear Mr. Smith:

It is with pleasure that I am enclosing a letter from the Attorney General advising you of your promotion from Special Agent, \$3200 per annum in Grade CAF 9 to Special Agent, \$3500 per annum in Grade CAF 10, effective October 1, 1942.

Sincerely yours,

John Edgar Hoover
Director

Enclosure

CC: SAC - Newark
CCO - Selective Service

17-11-22-67
FEDERAL BUREAU OF INVESTIGATION
OCT 23 1942
5 OCT 28 1942

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

COMMUNICATIONS SECTION
MAILED 12
OCT 22 1942
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

[Handwritten signature]

DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

103:lt

September 29, 1942

Mr. Richard W. Smith,
Federal Bureau of Investigation,
Department of Justice.

Dear Mr. Smith:

You are hereby transferred from one position to another in
the Federal Bureau of Investigation as indicated:

From

Position: Special Agent

Assignment:

Grade: CAF 9 Salary: \$3200 per annum

Appropriation: "Salaries and Expenses, Federal Bureau of Investigation"
(National Defense) FIELD

To

Position: Special Agent

Assignment:

Grade: CAF 10 Salary: \$3500 per annum

Appropriation: "Salaries and Expenses, Federal Bureau of Investigation"
(National Defense) FIELD

Effective: October 1, 1942

Respectfully,

Francis Biddle

Attorney General.

By the Attorney General:

(signed)

b6
b7C

The Assistant to the Attorney General.
Additional Position

*File
10-22-42
Wrg-MLB*

LSWK:EE

January 2, 1943

Mr. J. A. Gallagher
Chairman
Local Board Number 13
Selective Service System
1124 Vermont Avenue, Northwest
Washington, D. C.

Dear Mr. Gallagher:

Reference is made to the Selective Service case of Mr. Richard W. Smith, who is duly registered at your Board as Order Number 3154. You will recall that as a result of my previous request for occupational deferment, he has been placed in Class II-B.

I desire to advise you that Mr. Smith has been employed by the Federal Bureau of Investigation since July 8, 1940, and is now a trained Special Agent. In this position he possesses the necessary highly specialized training and technical knowledge so essential to the performance of his duties in connection with the successful war effort that it is not possible to replace him at this time. Accordingly, I desire to request that he be granted additional deferment in Class II-B. This is in accordance with Local Board Release Number 75, issued by General Hershey of National Selective Service Headquarters under date of December 29, 1941.

Your previous cooperation in this matter is indeed appreciated, and of course, I shall keep you promptly advised as to any change whatsoever in his occupational status with this Bureau.

Sincerely yours,

John Edgar Hoover
Director

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____ CC: SAC Newark
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Mr. Gandy _____

68

V.

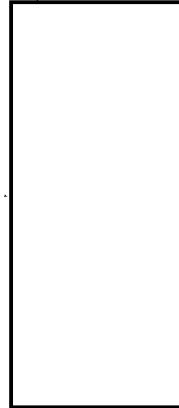
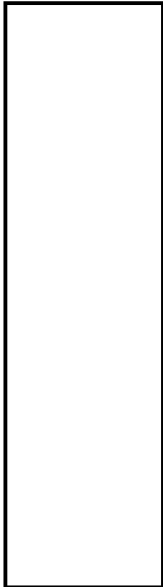
X

DICTATION ABILITY OF SPECIAL AGENTS

The following are the ratings made on the Agents by the stenographers in the Richmond Field Office:

RATING ON DICTATION

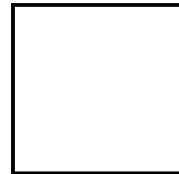
RATING ON DICTAPHONE



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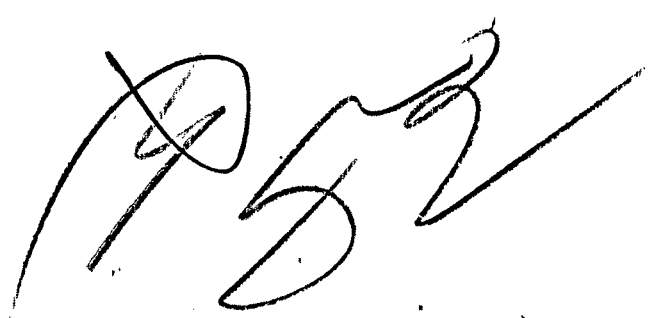
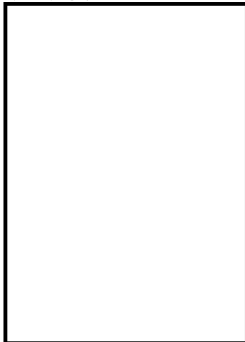
b6
b7C



- No dictation (New agent)

- " "

SMITH



JOHN EDGAR HOOVER
DIRECTOR



JSR:EJK

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.
November 16, 1942

TD-15

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

MEMORANDUM FOR MR. TOLSON

RE: IN-SERVICE TRAINING COURSE

October 26 TO November 6, 1942
SPECIAL AGENT - RICHARD W. SMITH
EOD - 9-8-41 ✓
GRADE - CAF 10
SALARY - \$3500
ASSIGNED TO - Newark

This Special Agent attended the In-Service Training Course as indicated above, during which period he was not afforded a physical examination.

This Special Agent attained the following grades:

Notebook	Very good
Written Examination	96
Hip Shooting	96
Practical Pistol Course	86
Shotgun	100
.30 Rifle	78
Machine Gun	90
General Firearms Ability	Satisfactory

REMARKS: Interviewing Official - Mr. C. H. Carson

"Agent Smith presents a fairly good appearance and seems to be sincere and interested. He is no better than average as to personality and all-round approach, and seems to be somewhat immature. It is doubted that his progress will be very rapid, although he should succeed, due to his apparent interest and industry. It is not believed that this man has administrative or executive ability at the present time or any particular promise with regard to development along these lines."

Very truly yours,

H. H. Clegg

67- 67-NOV
NOV 25 1942
Searched _____
Numbered _____
Filed _____



**Federal Bureau of Investigation
United States Department of Justice
Newark, New Jersey**

EEC:val

January 22, 1943

Director, FBI

Re: RICHARD WARREN SMITH
Special Agent
SELECTIVE SERVICE STATUS

Dear Sir:

Please be advised that on January 12, 1943, Special Agent Richard Warren Smith of this office received a notice of classification from Local Selective Service Board #13, 1124 Vermont Avenue, Washington, D. C. This classification card was dated January 7, 1943 and continued this Agent's 2-B classification until July 7, 1943. This card was signed by James A. Gallagher of instant board.

It is noted that the order number of Special Agent Smith is 3154.

Very truly yours,

E. E. Conroy
E. E. CONROY
SAC

RECORDED
FEB 5 1943

*noted
Munk (alc)*

15
139
file
urg
69

25h

January 11, 1943

Mr. Richard Warren Smith
Federal Bureau of Investigation
U. S. Department of Justice
Newark, New Jersey

Dear Sir:

This will acknowledge the receipt of your contribution of
\$5.00 to the fund to be paid to the designated beneficiary of any
participating Special Agent of the Bureau who dies, from any cause
except self-destruction, while employed as a Special Agent. Pay-
ment will be made for death by self-destruction after the Agent
has been a member of the fund for two years.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Sincerely yours,

E. Hoover
John Edgar Hoover
Director

**Federal Bureau of Investigation
United States Department of Justice**

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who has contributed to this fund subsequent to September 4, 1942, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of five dollars (\$5), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping, and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$5,000.

b6
b7c

The following person is hereby designated as my beneficiary:

Name

Address

Relationship

Dated September 14, 1942

Very truly yours,



*ack
1-11-43
mch*

*10-7
8*

Newark
Richard Warren Smith
Special Agent

RE-TRAINING

10-26 to 11-6-42

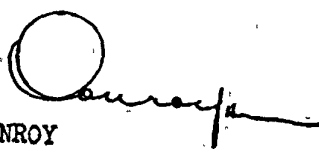
RICHARD WARREN SMITH
Special Agent
Interim Efficiency Rating

100 9-8-41

This is a special efficiency report being rendered on this Agent in view of my transfer from the Newark Field Office to the New York Field Office.

This Agent makes a good appearance. He has a good personality and a friendly manner. He is a conscientious individual and is always glad to be of service to the office. He handles an average amount of work. His reports are well written, demanding no more than average supervision. He has handled a rather wide variety of cases in the office.

His progress has been rather steady and he will undoubtedly continue to develop.

84 
E. E. CONROY
Special Agent in Charge

I have read this report:

RWS

100 19-4-43

107-144950-70
SEARCHED
SERIALIZED
INDEXED
FILED
OCT 28 1943
FBI - NEW YORK


REPORT OF EFFICIENCY RATING

REGULAR () ; INTERIM ()
PROBATIONARY-1st () 2d ()

Classification Symbols
CAF 10 \$3500
(Service) (Grade) (Class)

As of February 5, 1943 based on performance during period from August 30, 1942 to February 5, 1943

RICHARD WARREN SMITH
(Name of employee)

Special Agent
(Title of position)

Federal Bureau of Investigation
(Bureau)

Newark, N. J.

(Division)

(Section)

(Subsection or unit)

(Field office)

ON LINES BELOW
MARK EMPLOYEE

✓ if adequate

— if weak

+ if outstanding

- Underline the elements which are especially important in the position.
- Rate only on elements pertinent to the position.
 - Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions.
 - Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in *italics* or not.
- Before rating, become thoroughly familiar with instructions in the rating manual.

CHECK ONE:

Administrative, supervisory, or planning ☐
All others ☒

- Maintenance of equipment, tools, instruments.
- Mechanical skill.
- Skill in the application of techniques and procedures.
- Presentability of work (appropriateness of arrangement and appearance of work).
- Attention to broad phases of assignments.
- Attention to pertinent detail.
- Accuracy of operations.
- Accuracy of final results.
- Accuracy of judgments or decisions.
- Effectiveness in presenting ideas or facts.
- Industry.
- Rate of progress on or completion of assignments.
- Amount of acceptable work produced. (Is mark based on production records? ☐)
- Ability to organize his work. (Yes or no)
- Effectiveness in meeting and dealing with others.
- Cooperativeness.
- Initiative.
- Resourcefulness.
- Dependability.
- Physical fitness for the work.

- Effectiveness in planning broad programs.
- Effectiveness in adapting the work program to broader or related programs.
- Effectiveness in devising procedures.
- Effectiveness in laying out work and establishing standards of performance for subordinates.
- Effectiveness in directing, reviewing, and checking the work of subordinates.
- Effectiveness in instructing, training, and developing subordinates in the work.
- Effectiveness in promoting high working morale.
- Effectiveness in determining space, personnel, and equipment needs.
- Effectiveness in setting and obtaining adherence to time limits and deadlines.
- Ability to make decisions.
- Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- (A) _____
(B) _____
(C) _____

STANDARD

Deviations must be explained on reverse side of this form

- All underlined elements marked plus, and no element marked minus
A majority of underlined elements marked plus, and no element marked minus
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or a majority of underlined elements marked at least with a check, and minus marks on underlined elements over-compensated by plus marks on underlined elements
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks
A majority of underlined elements marked minus

Adjective rating	Numerical rating
Excellent	1
Very good	2 or 3
Good	4, 5, or 6
Fair	7 or 8
Unsatisfactory	9

Adjective rating Numerical rating

Rating official Good

Reviewing official I have read this report:
RWS
Employee's Initials

On the whole, do you consider the conduct of this employee to be satisfactory? Yes (See back of form)
(Yes or no)

Rated by E. E. CONROY Special Agent in Charge February 5, 1943
(Signature of rating official) (Title) (Date)

Reviewed by _____
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee _____ Report to employee _____
(Date) (Adjective rating) (Numerical rating)

0
RICHARD WARREN SMITH
Special Agent

9-8-41
This is a regular efficiency rating covering the period July 15, 1942 to March 31, 1943. Agent Smith reported for duty at the Newark Office, his second office of assignment, on July 15, 1942.

This Agent presents an acceptable appearance and has a pleasing personality. He appears to be well liked by his associates in the office. His attitude toward the work is good. He has cooperated with the administration of this office. He appears to have a good basic understanding of Bureau procedures and policies.

The major portion of the work handled by Agent Smith during the pertinent period has been in the national defense field. These investigations have been satisfactorily handled. His inquiries have been conducted in a sufficiently thorough and logical manner. His reports have been properly prepared. His work has required somewhat less than average supervision. In doing his work, this Agent has applied himself in a sincere and conscientious manner.

Agent Smith is considered a good dictator. He properly prepares his work prior to dictating and dictates at a good rate of speed. He uses the touch system on a typewriter at about 45 words per minute and has submitted acceptable rough draft material. He is a qualified automobile driver.

Agent Smith has attained approximately average scores in the use of the various Bureau firearms.

I am satisfied with the progress being made by this Agent. He will undoubtedly continue to develop. He is rated as "Good".

There appears to be no reason why Agent Smith should not function satisfactorily on an assignment of a dangerous nature, although there has been no occasion to utilize him on such an assignment during this period. He does not have the ability to write shorthand. He has been successful in his contacts with outsiders and law enforcement officials. Agent Smith's services were utilized on a physical surveillance during this period for three days. During this time, Agent Smith handled cases in the espionage and internal security categories but did not have occasion to work on a sabotage case. As there has been no occasion to utilize him on supervisory or executive assignments, I am not in a position to state how he would function on such an assignment.

Agent Smith's overtime has averaged 3 hours and 26 minutes per day which is about average for the Agents of this office.

RICHARD WARREN SMITH
Special Agent

Agent Smith has advised me he is not interested in a confidential special assignment for the Bureau. He is married, has no children and has no special qualifications such as travel in foreign countries or language ability.

I have read this report:

RWS

REPORT OF REGULAR (X) INTERIM ()
PROBATIONARY—1ST ()
EFFICIENCY RATING

Classification Symbols		
CAF 10	\$3500	
(Service)	(Grade)	(Class)

As of March 31, 1943 based on performance during period from July 15, 1942 to March 31, 1943
RICHARD WARREN SMITH Special Agent Federal Bureau of Investigation
(Name of employee) (Title of position) (Bureau)

Newark, New Jersey
(Division) (Section) (Subsection or unit) (Field office)

ON LINES BELOW MARK EMPLOYEE ✓ if adequate — if weak + if outstanding	1. Underline the elements which are especially important in the position. 2. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in <i>italics</i> or not. 3. Before rating, become thoroughly familiar with instructions in the rating manual.	CHECK ONE Administrative, supervisory, or planning ☐ All others ☒
---	---	--

- | | |
|---|---|
| (1) Maintenance of equipment, tools, instruments. | (21) Effectiveness in planning broad programs. |
| (2) Mechanical skill. | (22) Effectiveness in adapting the work program to broader or related programs. |
| (3) Skill in the application of techniques and procedures. | (23) Effectiveness in devising procedures. |
| (4) Presentability of work (appropriateness of arrangement and appearance of work). | (24) Effectiveness in laying out work and establishing standards of performance for subordinates. |
| (5) Attention to broad phases of assignments. | (25) Effectiveness in directing, reviewing, and checking the work of subordinates. |
| (6) Attention to pertinent detail. | (26) Effectiveness in instructing, training, and developing subordinates in the work. |
| (7) Accuracy of operations. | (27) Effectiveness in promoting high working morale. |
| (8) Accuracy of final results. | (28) Effectiveness in determining space, personnel, and equipment needs. |
| (9) Accuracy of judgments or decisions. | (29) Effectiveness in setting and obtaining adherence to time limits and deadlines. |
| (10) Effectiveness in presenting ideas or facts. | (30) Ability to make decisions. |
| (11) Industry. | (31) Effectiveness in delegating clearly defined authority to act. |
| (12) Rate of progress on or completion of assignments. | |
| (13) Amount of acceptable work produced. (Is mark based on production records? <u>Yes or no</u>) | |
| (14) Ability to organize his work. | |
| (15) Effectiveness in meeting and dealing with others. | |
| (16) Cooperativeness. | |
| (17) Initiative. | |
| (18) Resourcefulness. | |
| (19) Dependability. | |
| (20) Physical fitness for the work. | |

STATE ANY OTHER ELEMENTS CONSIDERED

- (A) _____
(B) _____
(C) _____

STANDARD Deviations must be explained on reverse side of this form		Adjective rating	Numerical rating	Rating official
All underlined elements marked plus, and no element marked minus	Excellent	1		Good
A majority of underlined elements marked plus, and no element marked minus	Very good	2 or 3		
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or a majority of underlined elements marked at least with a check, and minus marks on underlined elements overcompensated by plus marks on underlined elements	Good	4, 5, or 6		
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	7 or 8		
A majority of underlined elements marked minus	Unsatisfactory	9		

Reviewing official: I have read this report:
RWS
Employee's Initials

On the whole, do you consider the conduct of this employee to be satisfactory? Yes (See back of form)
(Yes or no)

Rated by S. K. MCKEE Special Agent in Charge March 31, 1943
(Signature of rating official) (Title) (Date)
Reviewed by [Signature] Assistant Director JUN 21 1943
(Signature of reviewing official) (Title) (Date)
Rating approved by efficiency rating committee (Date) Report to employee (Adjective rating) (Numerical rating)

CONDUCT REPORT.

(This space is to be used in case the question on the face of the sheet regarding the employee's conduct has been answered "No." In such a case give here a full statement of the particulars in which the employee's conduct has not been satisfactory.)

APR 15 1943

UNITED STATES

(Signature)

EXPLANATION OF DEVIATIONS FROM STANDARD

(Signature)

U.S. DEPT. OF JUSTICE
F. B. I.

REC'D-CH. CLK. OFF.

APR 19 6 44 PM '43

U.S. DEPT. OF JUSTICE

F. B. I.

APR 15 7 56 PM '43

FILES DIVISION
RECEIVED

Federal Bureau of Investigation
United States Department of Justice
Newark, New Jersey

SKM:vml

April 27, 1943

PERSONAL AND CONFIDENTIAL

Noted
2 CC0

Director, FBI

Re: RICHARD W. SMITH
Special Agent

Dear Sir:

Reference is made to Bureau letter dated February 19, 1943 addressed to the above-named Special Agent concerning his interest in a confidential special assignment.

Since Special Agent Richard Warren Smith, who is assigned to this office, is not presently interested in this type of an assignment and did not direct a letter to the Bureau concerning same as indicated in reference letter, it is believed this matter concerns Special Agent Richard Wendell Smith of the Philadelphia Office.

Accordingly, the copy of reference Bureau letter dated February 19, 1943 is being forwarded to the Philadelphia Office with its copy of instant letter for inclusion in the personnel file of Special Agent Richard Wendell Smith. It is suggested that the Bureau may desire to correct its records to include this information.

Very truly yours,

3 MAY 14
RECEIVED
S. K. MCKEE
SAC

cc Philadelphia (encl.)

144950-72	
Recorded.....	
Indexed.....	
Filed.....	
2 APR 30 1943	
FEDERAL BUREAU OF INVESTIGATION	

Jim

MAR 21 1943

h

FBI WASH DC
SAC NEWARK
SHOE

3-21-43

5-48 PM

NM

b6
b7C

DESIRED YOU IMMEDIATELY WIRE BUREAU EXACT DATE OF MARRIAGE FOLLOWING
BY EMPLOYEES YOUR OFFICE--

[REDACTED]

R. W. SMITH,

[REDACTED]

HOOVER

END WA S2 NM
END NK R1 2 PAS

7 MAR 25 1943

JSR:EJK

November 12, 1942

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-20-2012

~~CONFIDENTIAL~~

Special Agent in Charge
Newark, New Jersey

RE: RICHARD W. SMITH
SPECIAL AGENT

Dear Sir:

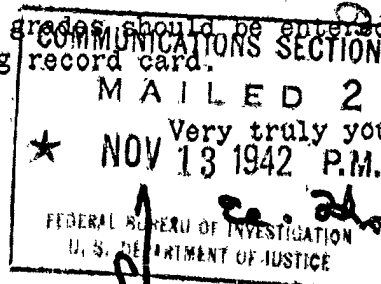
The above-named Special Agent attended an In-Service training course at the Seat of Government from October 26 to November 6, 1942.

He attained the following grades:

Notebook	Very good
Written Examination	96
Hip Shooting	96
Practical Pistol Course	86
Shotgun	100
.30 Rifle	78
Machine Gun	90

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

The firearms grades should be entered on the individual 1942 field firearms training record card.



John Edgar Hoover
Director

cc: Richard W. Smith

FEDERAL BUREAU OF INVESTIGATION

U.S. DEPARTMENT OF JUSTICE

COMMUNICATIONS SECTION

MAR 26 1943

TELETYPE

b6
b7cFBI NEWARK
DIRECTOR
SHOE

3-26-43

2-46PM

PPS

RETELS MARCH SEVENTEENTH, NINETEENTH, AND TWENTYFIRST. EXACT DATE OF
MARRIAGE OF FOLLOWING EMPLOYEES SET FORTH. [REDACTED]
AUGUST TWENTYSEVEN, NINETEEN THIRTYEIGHT, [REDACTED] NOVEMBER
TWENTYNINE, NINETEEN FORTYONE. [REDACTED] SEPTEMBER TWELFTH,
NINETEEN FORTYONE. [REDACTED] FEBRUARY FIFTEENTH, NINETEEN FORTYONE,
[REDACTED] JULY TWENTYSEVENTH, NINETEEN THIRTYNINE,
[REDACTED] NOVEMBER EIGHTH, NINETEEN FORTYONE,
[REDACTED] MARCH TWENTYFIRST, NINETEEN FORTYTWO, [REDACTED]
[REDACTED] AUGUST SIXTEENTH, NINETEEN FORTYONE, [REDACTED]
SEPTEMBER FOURTH, NINETEEN THIRTYEIGHT, [REDACTED] AUGUST
THIRTYFIRST, NINETEEN FORTY, ORDER NUMBER FOUR SEVEN ONE, [REDACTED]
MARCH THIRTYFIRST, NINETEEN THIRTYNINE, [REDACTED] MAY TWENTIETH, NINETEEN
FORTYONE, [REDACTED] JULY TWENTIETH, NINETEEN THIRTYSEVEN, [REDACTED] JUNE
SIXTH NINETEEN FORTYTWO, [REDACTED] JUNE THIRTIETH, NINETEEN THIRTYEIGHT,
[REDACTED] AUGUST SIXTEENTH NINETEEN FORTYONE, [REDACTED] NOVEMBER
SEVENTH, NINETEEN FORTYONE, [REDACTED] NOVEMBER TWENTYFOURTH, NINETEEN
THIRTYEIGHT, [REDACTED] JUNE TWENTY SECOND, NINETEEN FORTY, [REDACTED] JULY
SIXTEENTH, NINETEEN THIRTYFIVE, [REDACTED] IS SINGLE. ORDER NUMBER SIX
NAUGHT NINE ONE, [REDACTED] OCTOBER TWENTYSIXTH, NINETEEN FORTY ONE, [REDACTED]
JUNE TWENTYEIGHTH, NINETEEN FORTYONE. [REDACTED] NOVEMBER FOURTEENTH,
NINETEEN FORTYTWO, [REDACTED] APRIL SIXTH, NINETEEN FORTYTWO, [REDACTED]
SEPTEMBER FIRST, NINETEEN THIRTYNINE, [REDACTED] ORDER NUMBER ONE NAUGHT
NINE SEVEN ONE, [REDACTED] OCTOBER SEVENTEENTH, NINETEEN FORTY, [REDACTED] R.W. SMITH
NOVEMBER THIRTIETH, NINETEEN FORTYONE, AND [REDACTED] AUGUST THIRTYFIRST,
NINETEEN FORTY. [REDACTED] PRESENTLY ON CONFIDENTIAL SPECIAL ASSIGNMENT
AT BUREAU AND THIS OFFICE THEREFORE UNABLE TO ADVISE IN HIS REGARD. [REDACTED]
[REDACTED] PRESENTLY ON ANNUAL LEAVE AND [REDACTED]
PRESENTLY AT RETRAINING. BUREAU WILL BE ADVISED IN THEIR REGARD UPON THEIR
RETURN. ALSO [REDACTED] OCTOBER EIGHTEENTH, NINETEEN FORTYONE.

CORRECTION [REDACTED] IN THIRD LINE FROM BOTTOM NAME SHOULD READ
[REDACTED] ALSO AN ADDITIONAL NAME IXX AND DATE.
[REDACTED] OCTOBER EIGHTEENTH, NINETEEN FORTYONE.

MC KEE

END NK SL PES
WA R 1 DCJ100
APR 5 1943

WMY:EE

July 17, 1943

Mr. J. A. Gallagher
Chairman
Local Board Number 13
Selective Service System
1124 Vermont Avenue, N. W.
Washington, D. C.

Dear Mr. Gallagher:

Reference is made to the Selective Service case of Mr. Richard W. Smith, who is registered at your Board as Order Number 3154. You will recall that as a result of my previous request for occupational deferment, he has been placed in Class II-B.

In accordance with Section III of Executive Order 9309, the Review Committee on Deferment of Government Employees of the War Relocation Commission has advised the Agency Committee of the Federal Bureau of Investigation that it has approved the position which this registrant holds as one of the key positions in this Bureau. Accordingly, the Agency Committee requests occupational deferment for Mr. Smith. In connection with this matter, I am transmitting herewith D.S.S. Form 12-A (Revised) which has been executed by me under date of July 16, 1943.

Under the provisions of Executive Order 9309, Section II, Paragraphs 2 and 3, the Chairman of the War Relocation Commission has approved a Regional Committee for the Federal Bureau of Investigation. This request

for occupational deferment made by this Bureau has been reviewed and approved by the Agency Committee in question.

I appreciate your cooperation in this matter, and should there be any additional information you may desire with regard to this case, please do not hesitate to call upon me. I shall keep you promptly advised of any change in the occupational status of this registrant.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Enclosure

Registered

Return Receipt Requested

CC: Review Committee, War Relocation Commission

CC: SAC Newark

EBI
RECEIVED
COMMUNICATIONS SECTION
JUL 21 1943
P. M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

Sincerely yours,

John Edgar Hoover

Director

67-144950-73
Routed _____
Searched _____
Numbered _____
JUL 21 1943
FEDERAL BUREAU OF INVESTIGATION

RICHARD WARREN SMITH

3164

24

13

Washington, D. C.

Special Agent

See attachment. Mr. Smith is an investigatory agent charged with the duty of investigating violations of the laws of the United States, collecting evidence in cases in which the United States is or may be a party in interest, and performing other duties imposed upon him by law.

July 8, 1940

September 8, 1941

\$500 annually

See attachment

B.S. degree Bradley Polytechnic Institute, Illinois.

See attachment

See attachment

Federal Bureau of Investigation,
United States Department of Justice

Washington, D. C.

See attachment

See attachment

See attachment

See attachment

See attachment

Washington, D. C.

J. Edgar Hoover
the Director

16th

July

43

Chairman

SPECIAL AGENTS

This position has been designated as a key position by the Review Committee of the War Manpower Commission.

The Federal Bureau of Investigation has been designated as the sole civilian government investigative agency having jurisdiction over the investigation of matters pertaining to national defense such as espionage, sabotage, registration of agents of foreign principals, sedition, treason, and the like, and further, the Federal Bureau of Investigation has sole investigative jurisdiction in a great number of other Federal statutes which embrace bank robbery, kidnaping, extortion, white slave traffic, National Motor Vehicle Theft Act, and numerous others. The investigative work in connection with the above violations is performed by the Special Agent personnel of this Bureau, who are recruited from applicants between the ages of twenty-three and forty. They must be graduates of a law school or an accounting school with the necessary accounting experience, or graduates of a university with extensive investigative experience, or with linguistic qualifications, or have basic educational training and possess satisfactory prior law enforcement experience which will enable them to satisfactorily perform the duties imposed upon them. For certain of the scientific investigative work, Special Agents are secured who primarily are qualified in the sciences, such as ballistics, chemical analysis, spectography, cryptography, mineralogy, metallography, toxicology, and other like sciences. Applicants for appointment to the position of Special Agent must meet the physical standards and requirements for this position, which are exceedingly high. They must have vision of no less than 20/40 in one eye, 20/50 uncorrected, both eyes to be corrected to 20/20. They must have no color deficiency whatever.

Special Agents of the Federal Bureau of Investigation undergo a rigorous training program. All newly appointed Special Agents in the Federal Bureau of Investigation attend training classes for a period of sixteen weeks; the hours of training are from 9:00 a.m. to 9:00 p.m. daily, which course of study is equivalent to two full years of college study. During this period of training, they are thoroughly instructed in the basic rules and regulations and jurisdictions of the Federal Bureau of Investigation. They must satisfactorily pass numerous written examinations during their period of training. If a trainee fails to pass any of these examinations, he is dropped from the school.

The duties of a Special Agent of the Federal Bureau of Investigation are most arduous. They must be available at a moment's notice to go to any part of the United States or to any assignment outside the United States. The hours of duty for these employees are such that they must be in excellent physical health. The average work week for a Special Agent of the Federal Bureau of Investigation is no less than seventy hours. The work of a Special Agent, regardless of his particular qualification, is such that he cannot lead a sedentary or well regulated life. Due to the small number of Special Agents of the Federal Bureau of Investigation presently handling the work under the jurisdiction of the Federal Bureau of Investigation within and without the continental United States, it is necessary that the entire staff be highly mobile.

Special Agents are required to be able to conduct investigations in more than 100 types of cases, including espionage, sabotage, subversive activities, frauds against the government, kidnaping, extortion, bank robbery, White Slave

Traffic Act, etc. They are trained in and required to maintain constant skill in the use of highly technical equipment, technical processes, such as those necessary for the development of latent fingerprints, concealed or obliterated numbers upon firearms, to understand the use of code messages, to conduct physical surveillances of subjects of espionage and similar cases, sometimes for periods of many months, and when necessary, to assume a necessary character to enable them to fit in an undercover capacity into the activities and operations of groups such as foreign agents, who are engaged in thwarting the war effort.

The arduousness and importance of the work of Special Agents of the Federal Bureau of Investigation was readily recognized by the military and naval leaders. The Chief of the Bureau of Navigation, for the Secretary of the Navy, requested Special Agent employees of the Federal Bureau of Investigation to submit their resignations from reserve commissions held by them in the naval services because it had been determined that those Special Agents could better serve their country in their present assignments than if they were to be called into active naval service. The Secretary of War, in 1942, addressed personal communications to 168 Special Agents of the Federal Bureau of Investigation who at that time held reserve commissions in the Army. The Secretary of War at that time advised the Special Agents that their employment in the FBI is of such vital importance to the national defense as to necessitate their remaining at their posts of duty despite the fact that they held reserve commissions in the United States Army, and the request was made that these Agents, through the proper channels, submit their resignations from their commissions.

General Lewis B. Hershey of the Selective Service System pointed out in his Directive to all Local Boards of December 29, 1941, that Special Agent positions of the FBI were most important and essential to the national health, safety, and interests, and that the national defense functions of the FBI should not be impaired by the removal of trained personnel from critical positions in the Bureau.

The position of Special Agent has always been considered the most critical of all positions in the FBI, since, with the tremendous bulk of work placed upon us due to the war emergency, it is essential that a trained qualified staff be available for the handling of this work. If the Federal Bureau of Investigation cannot continue to retain its personnel in this critical position, aid and comfort would most certainly be given to the enemy and others whose interests are inimical to the best interests of the country today. Up to the present time the full complement of Special Agent personnel has not been secured and every effort is being made to secure the necessary additional Special Agent personnel.

I, J. Edgar Hoover, do solemnly swear (or affirm) that I am the Director of the Federal Bureau of Investigation and that the foregoing statements are true to the best of my knowledge and belief.

Subscribed and sworn to before me this 16 day of July 1943

Notary Public

RICHARD WARREN SMITH,

Special Agent

ECD

September 8, 1941

SALARY

\$3500

AGE

24

MARITAL STATUS

Married

OFFICE PREFERENCE

None

Manual of Rules and Regulations

97 1/2

Manual of Instructions

92 1/2

Badge, Commission Card and Gun

Satisfactory

SAC MCKEE:

Dresses neatly, has pleasing personality and good personal appearance. Second office Agent. Progress generally good and regarded as very capable. Rating: Good.

INSPECTOR HARBO

This man needs attention on the rifle. During the interview this Agent indulged in peculiar facial expressions, puckering and twisting his mouth very noticeably while pondering questions I had put to him. Also he evidenced a tendency to pull the skin under his chin with his hand considerably during the interview. I brought these matters to his attention, and pointed out the undesirability of the habits of which he apparently had been unaware. Otherwise this Agent makes a good appearance and has a good personality. He seems intelligent, alert and interested. Generally, he impressed me as average. Status - Good.

Inspection - Newark

April 29 - May 31, 1943

Inspector Harbo

JM

May 3, 1943

Mr. Richard Warren Smith
Federal Bureau of Investigation
U. S. Department of Justice
Newark, New Jersey

Mr. Tolson Dear Sir:

Mr. E. A. Tamm

Mr. Clegg This will acknowledge the receipt of your contribution of
Mr. Coffey \$5.00 to the fund to be paid to the designated beneficiary of any
Mr. Glavin participating Special Agent of the Bureau who dies, from any cause
Mr. Ladd except self-destruction, while employed as a Special Agent. Pay-
Mr. Nichols ment will be made for death by self-destruction after the Agent
Mr. Rosen has been a member of the fund for two years.

Mr. Tracy

Mr. Carson

Mr. Harbo

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Piper

Mr. Quinn

Mr. Tamm

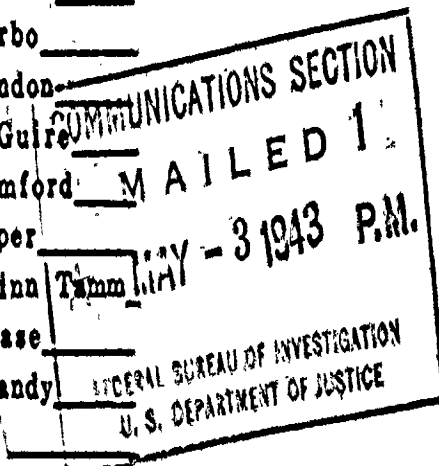
Mr. case

Mr. Andy

Sincerely yours,

E. Hoover

John Edgar Hoover
Director



8 MAY 5 1943



Federal Bureau of Investigation
United States Department of Justice

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who has contributed to this fund subsequent to January 15, 1943, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of five dollars (\$5), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

b6
b7C

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$5,000.

The following person is hereby designated as my beneficiary:

Name

Address

Relationship

Dated Feb. 10, 1943

Very truly yours,



*ackn - 5/3/43
JIM
3-1*

Newark
Richard Warren Smith
Special Agent

Federal Bureau of Investigation
United States Department of Justice
Newark, New Jersey

SKM:vm1

July 27, 1943

Director, FBI

Re: RICHARD WARREN SMITH
Special Agent
SELECTIVE SERVICE STATUS

Dear Sir:

This is to advise that the above Special Agent has been informed by Local Board #13, 1124 Vermont Avenue, N.W., Washington, D. C. that he has been continued in class 2B until January 19, 1944. His order number is 3150

Very truly yours,

S. K. MCKEE
SAC

67-144950-74

Searched...	Recorded
Numbered...	Filed
2 AUG 3 43	
FEDERAL BUREAU OF INVESTIGATION	



NOTICE OF RIGHT TO APPEAL

Appeal from classification by local board or board of appeal must be made by signing appeal form on back of Selective Service questionnaire (Form 40) at office of local board, or by filing written notice of appeal, within 10 days after the mailing of this notice.

Before appeal, a registrant may file a written request for appearance within the same 10-day period; and if he does so, the local board will fix a day and notify him to appear personally before the local board. If this is done, the time to appeal is extended to 10 days from the date of mailing

of the new Notice of Classification (Form 57) after such appearance.

There is a right in certain dependency cases of appeal from appeal board decision to the President: see Selective Service Regulations. For advice, see your Government appeal agent.

The law requires you—1. To keep in touch with your local board.

2. To notify it of any change of address.

3. To notify it of any fact which might change your classification.

4. To comply with the instructions on the notice of classification part of this form.

epo 16-31524-1

NOTICE OF CLASSIFICATION

App. not Req.

Richard Warren Smith

(First name)

(Middle name)

(Last name)

Order No. 3154 has been classified in Class II-B cont'

(Until January 19th, 1944, 19)

(Insert date for Class II-A and II-B only)

by ☒ Local Board.

☐ Board of Appeal (by vote of _____ to _____)

☐ President.

July 20th, 1943, 19

(Date of mailing)

(Mailing of local board)

The law requires you, subject to heavy penalty for violation, to have this notice, in addition to your Registration Certificate (Form 2), in your personal possession at all times—to exhibit it upon request to authorized officials—to surrender it, upon entering the armed forces, to your commanding officer.

DSS Form 57. (Rev. 11-16-42)

(Cut along this line to detach card)

75

WMW:ERB

January 8, 1944

Mr. J. A. Gallagher
Chairman
Local Board Number 13
Selective Service System
1124 Vermont Avenue, N. W.
Washington, D. C.

RE: RICHARD WARREN SMITH
Order Number 3154

Dear Mr. Gallagher:

The Review Committee of the War Manpower Commission, established under the provisions of Executive Order 9309, has determined the position of Special Agent held by Mr. Smith to be a key position within the meaning of said Executive Order.

The Agency Committee of this Bureau, which has been established in accordance with the provisions of Executive Order 9309, recommends that the attached Form 42 and 42 B be forwarded to you requesting occupational deferment on behalf of Mr. Smith.

I would appreciate having these affidavits made a part of the file of the above-named registrant, and request your consideration of the same when you determine his classification. The principal place of employment of this registrant is Newark, New Jersey.

Should you want any additional information, do not hesitate to call upon me. I shall keep you promptly advised of any change in the occupational status of this registrant.

Sincerely yours,

APPROVED DEFERMENT REQUEST

FEDERAL BUREAU OF INVESTIGATION

John Edgar Hoover
Director

Enclosure

CC: Review Committee, War Manpower Commission
SAC - Newark

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

14490-76
JAN 11 1944
JW
2
W

RICHARD WARREN SMITH

3154

25

13

Washington

D. C.

Mr. Smith is a Special Agent and as such holds a key position as designated by the Review Committee of the War Manpower Commission within the meaning of Executive Order 9309. The performance of his duties is essential and critical to the execution of the work assigned by law and Executive Directive to the Federal Bureau of Investigation.

To the Federal Bureau of Investigation is assigned the responsibility of investigating all acts of espionage, sabotage and all actions tending to undermine the internal security of the nation. He must also investigate and enforce all those Federal statutes assigned to the investigative jurisdiction of this Bureau such as: bank robbery, kidnaping, interference with the interstate transportation of goods, National Stolen Property Act, White Slave Traffic Act, etc., the enforcement of which is necessary to the preservation of the national health, safety and interest.

To carry on this work it is necessary to maintain a corps of trained investigators. Mr. Smith is such a trained investigator. In the attached Form 42 S further information relative to Mr. Smith is set forth.

J. Edgar Hoover

Washington, D. C.

5th

January

44

Notary Public

	RICHARD	WARREN	SMITH
3154		July	29 1918 25
13	Washington		D. C.

Special Agent	x
U. S. Department of Justice	Federal Bureau of Investigation

See attachment. Mr. Smith is an investigatory agent charged with the duty of investigating violations of the laws of the United States, collecting evidence in cases in which the United States is or may be a party in interest, and performing other duties imposed upon him by law.

September 8, 1941	Can be contacted through F. B. I. Headquarters Washington, D. C.	3500
3	6	3 6

Part-time experience while attending school

Bradley Institute	Peoria, Ill.	1937	1940	B. S.	Social & Political Sciences
Georgetown Law Sch.	Wash., D. C.	1940	1941		Law

See attachment

AUTHORIZED GOVERNMENT REQUEST
 AGENCY COMMITTEE
 FEDERAL BUREAU OF INVESTIGATION

2-B	12/22/41	LB	
2-B	7/23/42	LB	Indef.
2-B	1/7/43	LB	7/7/43
2-B	7/20/43	LB	1/19/44

See attachment

See attachment

See attachment

Approximately
4800

150

80

None

See attachment

See attachment

Clyde A. Tolson
xxxxxx

xxxxxxxx

January 5, 1944

SPECIAL AGENTS

This position has been designated as a key position by the Review Committee of the War Manpower Commission.

The Federal Bureau of Investigation has been designated as the sole civilian government investigative agency having jurisdiction over the investigation of matters pertaining to national defense such as espionage, sabotage, registration of agents of foreign principals, sedition, treason, and the like, and further, the Federal Bureau of Investigation has sole investigative jurisdiction in a great number of other Federal statutes which embrace bank robbery, kidnaping, extortion, white slave traffic, National Motor Vehicle Theft Act, and numerous others. The investigative work in connection with the above violations is performed by the Special Agent personnel of this Bureau, who are recruited from applicants between the ages of twenty-three and forty. They must be graduates of a law school or an accounting school with the necessary accounting experience, or graduates of a university with extensive investigative experience, or with linguistic qualifications, or have basic educational training and possess satisfactory prior law enforcement experience which will enable them to satisfactorily perform the duties imposed upon them. For certain of the scientific investigative work, Special Agents are secured who primarily are qualified in the sciences, such as ballistics, chemical analysis, spectography, cryptography, mineralogy, metallography, toxicology, and other like sciences. Applicants for appointment to the position of Special Agent must meet the physical standards and requirements for this position, which are exceedingly high. They must have vision of no less than 20/40 in one eye, 20/50 uncorrected, both eyes to be corrected to 20/20. They must have no color deficiency whatever.

Special Agents of the Federal Bureau of Investigation undergo a rigorous training program. All newly appointed Special Agents in the Federal Bureau of Investigation attend training classes for a period of sixteen weeks; the hours of training are from 9:00 a.m. to 9:00 p.m. daily, which course of study is equivalent to two full years of college study. During this period of training, they are thoroughly instructed in the basic rules and regulations and jurisdictions of the Federal Bureau of Investigation. They must satisfactorily pass numerous written examinations during their period of training. If a trainee fails to pass any of these examinations, he is dropped from the school.

The duties of a Special Agent of the Federal Bureau of Investigation are most arduous. They must be available at a moment's notice to go to any part of the United States or to any assignment outside the United States. The hours of duty for these employees are such that they must be in excellent physical health. The average work week for a Special Agent of the Federal Bureau of Investigation is no less than seventy hours. The work of a Special Agent, regardless of his particular qualification, is such that he cannot lead a sedentary or well regulated life. Due to the small number of Special Agents of the Federal Bureau of Investigation presently handling the work under the jurisdiction of the Federal Bureau of Investigation within and without the continental United States, it is necessary that the entire staff be highly mobile.

Special Agents are required to be able to conduct investigations in more than 100 types of cases, including espionage, sabotage, subversive activities, frauds against the government, kidnaping, extortion, bank robbery, White Slave

Traffic Act, etc. They are trained in and required to maintain constant skill in the use of highly technical equipment, technical processes, such as those necessary for the development of latent fingerprints, concealed or obliterated numbers upon firearms, to understand the use of code messages, to conduct physical surveillances of subjects of espionage and similar cases, sometimes for periods of many months, and when necessary, to assume a necessary character to enable them to fit in an undercover capacity into the activities and operations of groups such as foreign agents, who are engaged in thwarting the war effort.

The arduousness and importance of the work of Special Agents of the Federal Bureau of Investigation was readily recognized by the military and naval leaders. The Chief of the Bureau of Navigation, for the Secretary of the Navy, requested Special Agent employees of the Federal Bureau of Investigation to submit their resignations from reserve commissions held by them in the naval services because it had been determined that those Special Agents could better serve their country in their present assignments than if they were to be called into active naval service. The Secretary of War, in 1942, addressed personal communications to 168 Special Agents of the Federal Bureau of Investigation who at that time held reserve commissions in the Army. The Secretary of War at that time advised the Special Agents that their employment in the FBI is of such vital importance to the national defense as to necessitate their remaining at their posts of duty despite the fact that they held reserve commissions in the United States Army, and the request was made that these Agents, through the proper channels, submit their resignations from their commissions.

General Lewis B. Hershey of the Selective Service System pointed out in his Directive to all Local Boards of December 29, 1941, that Special Agent positions of the FBI were most important and essential to the national health, safety, and interests, and that the national defense functions of the FBI should not be impaired by the removal of trained personnel from critical positions in the Bureau.

The position of Special Agent has always been considered the most critical of all positions in the FBI, since, with the tremendous bulk of work placed upon us due to the war emergency, it is essential that a trained qualified staff be available for the handling of this work. If the Federal Bureau of Investigation cannot continue to retain its personnel in this critical position, aid and comfort would most certainly be given to the enemy and others whose interests are inimical to the best interests of the country today. Up to the present time the full complement of Special Agent personnel has not been secured and every effort is being made to secure the necessary additional Special Agent personnel.

I, J. Edgar Hoover, do solemnly swear (or affirm) that I am the Director of the Federal Bureau of Investigation and that the foregoing statements are true to the best of my knowledge and belief.

Subscribed and sworn to before me this 5th day of January 1944

Notary Public

DEFERRED JMM/mht

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

DECEMBER 14, 1943

To: COMMUNICATIONS SECTION.

Transmit the following message to: SAC, NEWARK

SUBMIT SPECIAL EFFICIENCY REPORT IMMEDIATELY ON SA RY SMITH.

HOOVER

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

SENT VIA _____

6-407M

Per MJKRECORDED
9 DEC 17 1943
Jimm

87



**Federal Bureau of Investigation
United States Department of Justice**



IN REPLY, PLEASE REFER TO

FILE NO. _____

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who has contributed to this fund subsequent to December 18, 1943, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

b6
b7C

The following person is hereby designated as my beneficiary:

Name: [Redacted] Address: [Redacted]
Relationship: [Redacted] Dated: Nov. 10, 1943

Very truly yours,

ack. 11-12-43
mjt

Richard W. Smith
Special Agent

4 NOV 14 1943
87 NOV 15 1943
File
E

Federal Bureau of Investigation
United States Department of Justice

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who has contributed to this fund subsequent to August 31, 1943, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

b6
b7C

The following person is hereby designated as my beneficiary:

Name Address
Relationship Dated Oct. 6, 1943 ¹⁰⁴ ₂₈

Very truly yours,

ack. mjt
(check previously forwarded)

Richard W. Smith
Special Agent

NOT RECORDED
file

igk

September 22, 1943

Mr. Richard W. Smith
Federal Bureau of Investigation
United States Department of Justice
1836 Raymond-Commerce
Newark 2, New Jersey

Dear Sir:

This will acknowledge receipt of your \$5.00 contribution to the Special Agents' Insurance Fund.

There is attached a new revised beneficiary form and it is desired that you carefully read this form and execute it, giving the full name and address of your beneficiary.

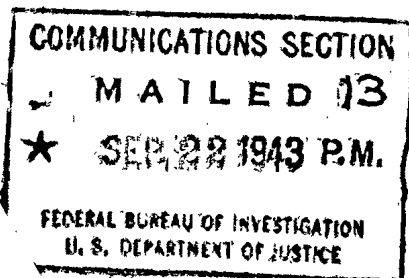
It is requested that this new form be returned to the Bureau promptly.

Very truly yours,

J. E. Hoover

John Edgar Hoover,
Director

Attachment *HW*



2 SEP 24 1943
JP
RECEIVED
SEP 22 1943
U. S. DEPARTMENT OF JUSTICE

RICHARD WARREN SMITH
Special Agent

EOD

9-8-41

This interim efficiency rating is being rendered on this Agent in keeping with recent Bureau instructions.

During the period covered by this report, Agent SMITH has worked principally in the headquarters city and vicinity handling cases in the following categories: Theft of Interstate Shipment, Sabotage, Espionage, Selective Service, and Alien Enemy Control. His services were also utilized for approximately six weeks on a technical surveillance and for a period of time on a physical surveillance. His services in connection with these matters were entirely satisfactory.

Agent SMITH presents a very good appearance and possesses a very likeable personality. He makes friends easily and seems to be well liked by his associates in the office. His outside contacts appear to have been good. He appears to possess considerable interest and enthusiasm in his work and has applied himself well.

This employee has conducted thorough and logical investigations and has demonstrated an ability to utilize necessary initiative and ingenuity to obtain the information desired. His reports have been well prepared and his work generally has required a minimum of supervision. He assumes responsibility and this is indicated in the fact that he makes considerable effort to keep his cases in a current status. I am of the opinion he is qualified to handle a case of a reasonably involved nature.

This employee utilizes the touch system on a typewriter at approximately 45 words per minute, but does not have the ability to write shorthand. He is considered a very good dictator, has his work well prepared and enunciates clearly. His work is easy to transcribe. There was no occasion to utilize his services on an assignment of a dangerous nature, however, there appears to be no reason why he should not function effectively on such an assignment. He has testified on a number of occasions during this period and has demonstrated that he is a creditable witness. He is a qualified automobile driver. This Agent may possess supervisory and administrative ability. Agent SMITH has been making very satisfactory progress and at this time I feel he is entitled to the rating of Very Good.

I have read this report:

RWS

RECORDED

67-144950-77
ROUTED.....RECORDED
SEARCHED.....CHECKED
NUMBERED.....FILED
16 JAN 12 1944
FEDERAL BUREAU OF INVESTIGATION

THREE
WJG
MWD

REPORT OF REGULAR (): INTERIM ()
PROBATIONARY-1ST () 2D ()
EFFICIENCY RATING

Classification Symbols		
CAF 10 \$3500		
(Service)	(Grade)	(Class)

As of January 8, 1944 based on performance during period from April 1, 1943 to January 8, 1944

RICHARD WARREN SMITH

(Name of employee)

Special Agent Federal Bureau of Investigation

(Title of position)

(Bureau)

Newark, N.J.

(Field office)

ON LINES BELOW MARK EMPLOYEE	1. Underline the elements which are especially important in the position. 2. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in <i>italics</i> or not. 3. Before rating, become thoroughly familiar with instructions in the rating manual.	CHECK ONE: Administrative, supervisory, or planning ☐ All others ☒
---------------------------------	---	---

- ___ (1) Maintenance of equipment, tools, instruments.
- ___ (2) Mechanical skill.
- ___ (3) Skill in the application of techniques and procedures.
- ___ (4) Presentability of work (appropriateness of arrangement and appearance of work).
- ___ (5) Attention to broad phases of assignments.
- ___ (6) Attention to pertinent detail.
- ___ (7) Accuracy of operations.
- ___ (8) Accuracy of final results.
- ___ (9) Accuracy of judgments or decisions.
- ___ (10) Effectiveness in presenting ideas or facts.
- ___ (11) Industry.
- ___ (12) Rate of progress on or completion of assignments.
- ___ (13) Amount of acceptable work produced. (Is mark based on production records?) (Yes or no)
- ___ (14) Ability to organize his work.
- ___ (15) Effectiveness in meeting and dealing with others.
- ___ (16) Cooperativeness.
- ___ (17) Initiative.
- ___ (18) Resourcefulness.
- ___ (19) Dependability.
- ___ (20) Physical fitness for the work.

- ___ (21) Effectiveness in planning broad programs.
- ___ (22) Effectiveness in adapting the work program to broader or related programs.
- ___ (23) Effectiveness in devising procedures.
- ___ (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
- ___ (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
- ___ (26) Effectiveness in instructing, training, and developing subordinates in the work.
- ___ (27) Effectiveness in promoting high working morale.
- ___ (28) Effectiveness in determining space, personnel, and equipment needs.
- ___ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
- ___ (30) Ability to make decisions.
- ___ (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- ___ (A) _____
- ___ (B) _____
- ___ (C) _____

STANDARD		Adjective rating	Numerical rating
Deviations must be explained on reverse side of this form			
All underlined elements marked plus, and no element marked minus	Adjective rating	Excellent	1
A majority of underlined elements marked plus, and no element marked minus	Very good	2 or 3	
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or a majority of underlined elements marked at least with a check, and minus marks on underlined elements over-compensated by plus marks on underlined elements	Good	4, 5, or 6	
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	7 or 8	
A majority of underlined elements marked minus	Unsatisfactory	9	

Rating official Very Good

Reviewing official I have read this report;
RWS
Employee's Initials

On the whole, do you consider the conduct of this employee to be satisfactory? Yes (See back of form)
(Yes or no)

Rated by S. K. Mc KEE Special Agent in Charge January 8, 1944.
(Signature of rating official) (Title) (Date)

Reviewed by _____
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee _____ Report to employee _____
(Date) (Adjective rating) (Numerical rating)

CONDUCT REPORT

(This space is to be used in case the question on the face of the sheet regarding the employee's conduct has been answered "No." In such a case give here a full statement of the particulars in which the employee's conduct has not been satisfactory.)

(Signature)

EXPLANATION OF DEVIATIONS FROM STANDARD

(Signature)

REC'D - CIVIL OFF
JAN 13 10 21 PM '44

Notice of right to appeal

Appeal from classification by local board must be made within 10 days after the mailing of this notice. You may file a written notice of appeal with the local board, or you may go to the office of the local board and sign appeal form on back of Selective Service Questionnaire (Form 40).

Within the same 10-day period you may file a written request for personal appearance before the local board. If this is done, the time in which you may appeal is extended to 10 days from the date of mailing of a new Notice of Classification (Form 57) after such personal appearance.

If you are the first person to take an appeal and such appeal is based on occupational grounds, you may, in accordance with Selective Service regulations, request transfer of the case to the board of appeal having jurisdiction over the area where you work.

If an appeal has been taken and you are classified by the board of appeal in either Class I-A, I-A-O, or IV-B and one or more members of the board of appeal dissented from such classification, you may file appeal to the President with your local board within 10 days after the mailing of notice of such classification.

For advice, see your Government appeal agent.

The law requires you: (1) To keep in touch with your local board; (2) to notify it of any change of address; (3) to notify it of any fact which might change your classification; (4) to comply with the instructions on the notice of classification part of this form.

NOTICE OF CLASSIFICATION App. not Req.

RICHARD WARREN SMITH

(First name) (Middle name) (Last name)

Order No. **3154** has been classified in Class **II-B**

(Until **July 18th, 1944**, 19 **cont'd.**)

(Insert date for Class II-A and II-B only)

by ☒ Local Board

☐ Board of Appeal (by vote of _____ to _____)

☐ President

Jan. 18th, 1944

(Date of mailing)

(Member of local board)

The law requires you, subject to heavy penalty for violation, to have this notice, in addition to your Registration Certificate (Form 2), in your personal possession at all times—to exhibit it upon request to authorized officials—to surrender it, upon entering the armed forces, to your commanding officer.
DSS Form 57. (Rev. 3-29-43)

Cut along this line to detach card

RECORDED
JAN 22 1944

67-144950-78

ROUTED TO

SEARCHED 77

1 JAN 21 1944

23

FEDERAL BUREAU OF INVESTIGATION

Mr.
Miss
Mrs.

Date

Mr. Richard W. Smith

January 28, 1944

New appointment ☐

Transfer ☐

Promotion ☒

Separation ☐

PRESENT STATUS

1. Title:

Special Agent

2. Grade:

CAF 10

3. Salary:

\$3500 per annum

4. Seat of Government:

Field:

5. Division:

6. Appropriation:

"Salaries and Expenses, FBI"
(National Defense)

PROPOSED ACTION

7. Title:

Special Agent

8. Grade:

CAF 11

9. Salary:

\$3800 per annum

10. Seat of Government:

Field:

11. Division:

12. Appropriation:

"Salaries and Expenses, FBI"
(National Defense)

13. Effective:

February 1, 1944

14. Position:

Additional:

Vice:

Identical:

15. Remarks:

Respectfully submitted,

cc - Chief, Audit Section
Selective Service, CCO

Director, Federal Bureau of Investigation

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

COMMUNICATIONS SECTION
JAN 31 1944

JAN 31 1944

RECORDED

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Coffey _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Acers _____
 Mr. Carson _____
 Mr. Harbo _____
 Mr. Hendon _____
 Mr. Mumford _____
 Mr. Starke _____
 Mr. Quinn Tamm _____
 Tele. Room _____
 Mr. Nease _____
 Miss Beahm _____
 Miss Gandy _____

JOHN EDGAR HOOVER
 DIRECTOR



Federal Bureau of Investigation
 United States Department of Justice
 Washington, D. C.

Jan. 24, 1944

JWM:FW

MEMORANDUM FOR MR. GLAVIN

RE: RICHARD WARREN SMITH
 Special Agent
 Newark Field Division

REALLOCATION

Special Agent Smith entered on duty on 9/8/41, was reallocated to CAF-10, \$3500 per annum on 10/1/42, and is being considered for reallocation at this time to CAF-11, \$3800 per annum. A permanent brief of his file is attached.

RECOMMENDATION:

It is recommended that Agent Smith be reallocated to CAF-11, \$3800 per annum.



Respectfully,
 M. W. Acers

67-144950-79

Search
 Number

4 JAN 29 1944

M. W. Acers

Rec to P
 Per letter to E
 1-28-44
 1-28-44
 1-28-44

100-1074

January 28, 1944

Mr. Richard W. With
Federal Bureau of Investigation
United States Department of Justice
1836 Raymond-Commerce Building
Newark 2, New Jersey

Dear Mr. With:

I am indeed pleased to advise you that you have been recommended for promotion from the position of Special Agent in Grade CAF 10, \$3500 per annum to the position of Special Agent in Grade CAF 11, \$3800 per annum, effective February 1, 1944.

Sincerely yours,

John Edgar Hoover
Director

cc - SAC, Newark
Selective Service, CCO
Mr. Hackle (sent direct)

FEB 2 1944

Tolson _____
E. A. Tamm _____
Clegg _____
 Coffey _____
 Glavin _____
 Ladd _____
 Nichols _____
 Rosen _____
 Tracy _____
 Carson _____
 Harbo _____
 Hendon _____
 Mumford _____
 Starke _____
 Quinn Tamm _____
 Nease _____
 Gandy _____

COMMUNICATIONS SECTION
JAN 28 1944 P.M.
U. S. DEPARTMENT OF JUSTICE

Handwritten signature
45

U. S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

APR 4 1944

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rore
Mr. Tracy
Mr. Harbo
Mr. Quinn
Mr. Nease
Miss Gandy

WASHINGTON FROM NEWARK

8 4 7 59 PM

Wheeler
424

DIRECTOR

KNOT RICHARD WARREN SMITH, SPECIAL AGENT RECEIVED ORDER TO REPORT
FOR PRE- INDUCTION PHYSICAL EXAM APRIL SEVEN AT LDB THIRTEEN,
DISTRICT OF COLUMBIA. LDB THIRTEEN FOR ESSEX COUNTY, EAST ORANGE,
N . J. ARRANGING FOR TRANSFER OF PHYSICAL EXAM TO NEWARK. PROBABLE
DATE OF EXAM TO BE TAKEN AT NEWARK IS MAY FIVE.

MC KEE

HOLD PLEASE

67-144950-81

Initialed.....	Recorded.....
Indexed.....	Checked.....
Filed.....	Filed.....

APR 10 1944
FEDERAL BUREAU OF INVESTIGATION

1/2 A Special
4/8/44
Wheeler

THREE

DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

Name: **Mr. Richard W. Smith**Date: **January 28, 1944**

You are advised of the following action concerning your employment in the Department of Justice:

Nature of Action: **Change in Status**Effective: **February 1, 1944**

	FROM	TO
POSITION	Special Agent	Same
GRADE SALARY	CAF-10 \$3500	CAF-11 \$3800
BUREAU OR DIVISION		
HEADQUARTERS		
APPROPRIATION	S&E, FBI, Natl. Def.	Same
DEPARTMENTAL OR FIELD	Field	Same

REMARKS:

By direction of the Attorney General.

New appointees must take oath of office, enter on duty and execute necessary appointment papers before any payment of salary can be made.

This action invalid without perforated signature.

JOHN A. CANNON

DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

Name: **Mr. Richard W. Smith**

Date: **January 28, 1944**

BI10134

No.

CIVIL SERVICE OR
OTHER LEGAL AUTHORITY

Nature of Action: **Change in title**

Effective: **February 1, 1944**

	FROM	TO	NATURE OF POSITION
POSITION	Special Agent	Same	(a) NEW
GRADE SALARY	CAF-10 \$3500	CAF-11 \$3800	P. C. No.
BUREAU OR DIVISION			(b) ADDTNL. IDENT.
HEADQUARTERS			P. C. No.
APPROPRIATION	Gen. Inv. Natl. Def.	Same	(c) VICE
DEPARTMENTAL OR FIELD	Field	Same	P. C. No.
			DATE OF OATH

REMARKS:

*Free
2/5/44
W. J. [Signature]*

JOHN A. CANNON

April 8, 1944

WMW:EB

Lieutenant Colonel E. N. Bloomer
State Director of Selective Service
Armory Drive
Trenton 8, New Jersey

RE: RICHARD WARREN SMITH
Local Board Number 18
Washington, D. C.
Order Number 3154

Dear Colonel Bloomer:

Mr. Smith is a Special Agent of the Federal Bureau of Investigation presently assigned to the Newark Field Division of this Bureau. The above-named registrant is presently classified 1-B until July 18, 1944.

The Agency Committee of this Bureau is submitting the enclosed P. H. R. Form 42-A Special for your consideration and respectfully requests your approval of the same in order that further occupational deferment may be granted in this case.

Mr. Smith was born July 29, 1918. He holds a B. S. degree from Bradley Institute, Peoria, Illinois. He entered on duty with this Bureau July 8, 1940, in a clerical capacity. He was appointed to the position of Special Agent September 5, 1941. He has been given extensive training in all the various fields of law enforcement for which this Bureau is responsible and he has proved himself to be well qualified to perform the duties to which he has been assigned. As you are aware, the Federal Bureau of Investigation is charged with the responsibility of enforcing over one hundred federal criminal statutes and has also been designated as the civilian agency to maintain the internal security of this nation. In order to carry out this responsibility which directly pertains to the national health, safety and interest, it is essential that we maintain the trained Special Agent personnel.

Should there be any additional information you may desire, it will be furnished to you promptly.

AUTHORIZED GOVERNMENT REQUEST

Sincerely yours,

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

FEDERAL BUREAU OF INVESTIGATION

RECORDED

John Edgar Hoover
Director

Enclosure

CC: Review Committee, War Manpower Commission

CC: SAC Newark: You should contact the State Director in reference to this case in order that it will be given the most favorable hearing possible.

RICHARD WARREN SMITH

3154

25

18

Washington

D. C.

Special Agent

See attachment

July 8, 1940

September 8, 1941

XXXXXX
annual

4422.32

see
attachment

B. S. degree Bradley Institute. He attended Georgetown Law School.

See attachment

The contents contained on attachment concerning replacement of employees fully answers this question.

Federal Bureau of Investigation, U. S. Department of Justice

Washington, D. C.

See attachment

See attachment

The comments contained on attachment concerning replacement of employees fully answers this question.

Washington, D. C.

**J. Edgar Hoover
the Director**

**THIS IS A COPY OF THE
8th**

April

44

Glyde A. Tolson, Chairman

SPECIAL AGENTS

DUTIES ACTUALLY PERFORMED: This employee is a Special Agent of the Federal Bureau of Investigation and in such capacity performs criminal and civil investigative work in connection with the many matters under the primary jurisdiction of the Federal Bureau of Investigation. At the present time and since the declaration of the first limited emergency in 1939, Special Agents of the Federal Bureau of Investigation have been utilized a great majority of the time in investigating matters pertaining to espionage, sabotage, counter-espionage, and like matters under the primary jurisdiction of the Federal Bureau of Investigation. This Agent, in his present capacity, is charged with the responsibility of conducting such investigations so that the internal security of the country may be safeguarded. In addition to the many matters of internal security which must be investigated by Special Agents of the Federal Bureau of Investigation, there is also under the jurisdiction of the Federal Bureau of Investigation the enforcement of the kidnapping, extortion, bank robbery, white slavery, motor vehicle theft and numerous other statutes. In performing the duties of a Special Agent in the Federal Bureau of Investigation, every Special Agent must be thoroughly qualified to handle all types of our work. It is not possible to have specialists in one line of endeavor and the work, due to its arduousness, makes it necessary that every Agent be capable of performing arduous physical exertion, that every Agent be fully qualified in the use of all types of firearms utilized by the Federal Bureau of Investigation and that every Agent be appropriately trained in self-defense tactics so that he may take into custody any individual who has been charged with a violation of a Federal statute, regardless of whether it may be necessary to have physical encounter with such an individual in order to effect his apprehension.

It has been necessary for the Federal Bureau of Investigation, since the declaration of the first emergency in 1939 to greatly expand its force. All applicants who possessed the basic qualifications and were appointed to Special Agent positions were given a rigid and extensive course of training covering a period of approximately three months before they were sent to the field to perform actual investigative work.

AVERAGE HOURS WORKED PER WEEK: The regular working hours per week for Special Agents of the Federal Bureau of Investigation are 48 hours; however, for the past 10 years, Special Agents of the Federal Bureau of Investigation have continuously averaged from 70 to 80 working hours per week. The condition of the work of the Federal Bureau of Investigation at this time makes it necessary that the Agents necessarily continue to perform such hours of work. They are not compensated for any work over 48 hours a week, the remaining hours being voluntarily worked by them. In addition thereto, every Special Agent of the Federal Bureau of Investigation must be in continuous contact with his headquarters and is subject to 24-hour duty, many times it being necessary for him to work for extended periods of time without proper food and rest.

HOW LONG WILL IT TAKE TO REPLACE THIS EMPLOYEE: The Federal Bureau of Investigation, under its existing appropriations, is authorized to have 4,853 Special Agents. We have not been able to fully recruit this staff of Special Agents and it cannot at this time be said that this Special Agent can be replaced in the future. The pending work of the Federal Bureau of Investigation, which consists mainly of matters pertaining to the internal security of the country, is in a delinquent condition. At the present time more than 50,000 cases of violations of Federal statutes under the primary jurisdiction of the Federal Bureau of Investigation such as espionage, kidnapping, subversive activities, bank robbery, white slavery, etc., are in a delinquent status. It is essential that our experienced personnel be continued if we are to properly perform the duties imposed upon us due to the present war condition.

The Federal Bureau of Investigation, since the passage of the Selective Service Act, has been circumspect in the appointment of applicants to positions in this Bureau and where any applicant who may have possessed all of the qualifications for appointment to the position of Special Agent was subject to induction into the military service within any reasonable period of time, he was not given consideration for appointment to the position of Special Agent under any circumstances. In the event an applicant may have been subject to induction in the distant future due to dependency or other classification, favorable consideration was not given his application unless concurrence was given by his Local Draft Board.

Under present conditions, with the manpower problem so acute, the Federal Bureau of Investigation finds it is impossible to recruit draft-free applicants for appointment to Special Agent positions. It is not possible to appoint those physically disqualified or those in advanced years because of the hours which must be worked, and the hardships which must be endured. The physical activity which is necessary makes it essential that only those who can withstand the most arduous physical exertion be considered for Special Agent appointments.

DESCRIPTION OF THE ACTIVITIES OF THIS COMPANY: The Federal Bureau of Investigation has been charged by Congress and by the President with the enforcement of certain Federal statutes and the internal security measures promulgated by the Congress and the President. The Federal Bureau of Investigation has sole jurisdiction of the civilian internal security of our country and under such jurisdiction investigates matters pertaining to espionage, sabotage, counter-espionage, activities of foreign Agents, activities of subversive groups and many other matters which pertain to the internal security of the nation. We also have jurisdiction over the investigation of crimes such as kidnaping, bank robbery, extortion, white slavery, automobile theft, impersonation, illegal wearing of uniforms, war frauds and many other crimes against the safety and security of the people of our nation.

In addition to the investigative activities of the Federal Bureau of Investigation, its Identification Division is the largest repository in the world for fingerprint records. Under Congressional Act, appropriating funds for the operation of the Federal Bureau of Investigation, this Bureau is charged with the responsibility of gathering identification data and disseminating it to various law enforcement agencies, government agencies and others who, by law, are entitled to have such information.

The majority of the work of the Identification Division of the Federal Bureau of Investigation at the present time pertains to national defense. During the past year approximately 70,000 sets of fingerprint records were received daily and our total collection of fingerprint records is over 80,000,000 sets. Large numbers of fingerprint records are received daily from the Army, Navy, Coast Guard and affiliated military and naval organizations, from the Civil Service Commission of the United States Government, from law enforcement officials and many prints are being received through law enforcement agencies of persons who are endeavoring to secure employment in national defense industry. It is absolutely essential that these prints be handled promptly, that they be searched through our files and if any of these individuals have previous criminal or police records, that the official Government or law enforcement agency be so advised.

It has been noted by the Federal Bureau of Investigation from a review of fingerprint records received that on a number of occasions those having subversive or other inclinations inimical to the best interests of our country have endeavored to infiltrate, not only into our national defense industries, but into our armed forces so that through devious efforts they might slow down the successful war effort.

In addition to the aforementioned activities, the Technical Laboratory of the Federal Bureau of Investigation, staffed with scientists of proven experience and ability, are performing duties approximately 100% of the time pertaining to sabotage and espionage activities carried on within the borders of our country by those having the Axis interests at heart. Hundreds of cases are received daily in the Technical Laboratory having to do with secret codes, cryptographs, hidden messages, the sabotaging of national defense industry, airplanes, trains and component parts thereof, which evidence must be immediately handled so that the successful war effort of this country can be continued. This work, of course, cannot be continued if qualified technical personnel is not available to handle it.

The Federal Bureau of Investigation at the present time has an authorized ceiling of employees of 13,700. We are approximately 1,200 people short at this time and every effort is being put forth to secure the necessary personnel to fill the positions authorized. This personnel is not being recruited for the mere purpose of filling an authorized quota. It is being recruited because it is absolutely essential, if we are to continue to remain in a current status in so far as our work is concerned, that sufficient personnel be employed to handle the most important tasks being referred to the Bureau for attention today. The investigative work of the Federal Bureau of Investigation is in a delinquent status. The investigative staff, during the last fiscal year, performed uncompensated overtime totalling 3,814,380 hours, and, considering an average staff of approximately 4,500 people performing this overtime over and above the 48 hour week, it can be seen that every effort is being expended by the present investigative personnel of the Federal Bureau of Investigation to maintain the work of the Federal Bureau of Investigation in a current status.

It is essential that the fingerprint records and the technical evidence being forwarded to the Federal Bureau of Investigation for handling be promptly handled and the need for personnel at the Seat of Government mainly stems from the Identification Division wherein the fingerprint records are handled. All employees being recruited for the Identification Division are female. We have not recruited any draft-eligible male employees for such activities for the past several years. The appropriation for the Federal Bureau of Investigation for the next fiscal year is still pending and it cannot at this time be definitely stated the number of personnel which will be allowed for our activities then.

April 8, 1944

MEMPH

Mr. J. A. Gallagher
Chairman
Local Board Number 13
Selective Service System
1124 Vermont Avenue, N. W.
Washington, D. C.

RE: RICHARD WARREN SMITH
ORDER NUMBER 3154

Dear Mr. Gallagher:

The above-named registrant was classified 11-B by your Board until July 10, 1944. In view of the fact that this registrant holds a key position and a replacement cannot be made at this time, the State Director of New Jersey, the locality in which he is principally employed, is being furnished with a Form 42-A Special for his approval.

Your cooperation in this matter is appreciated and every effort will be made to have this case passed upon by the State Director at the earliest possible time, and you will be promptly advised of the results of such request.

Sincerely yours,

John Edgar Hoover
Director

Chairman

Tolson _____
E. A. Tamm _____
Clegg _____
 Coffey _____
 Glavin _____
 Ladd _____
 Nichols _____
 Rosen _____
 Tracy _____
 Acers _____
 Carson _____
 Harbo _____
 Hendon _____
 Mumford _____
 Starke _____
 Quinn Tamm _____
 Nease _____
 Gandy _____

CO: Review Committee, War Manpower Commission
CO: SAC Newark

144-257-83
2 APR 10 1944

FEDERAL BUREAU OF INVESTIGATION

[Handwritten signature]

WNB:IDC

May 1, 1944

Mr. J. E. Sullivan
Chairman
Local Union Number 13
Selective Service System
1124 Vermont Avenue, N. W.
Washington, D. C.

RECORDED INDEXED
Order Number 3174

Dear Mr. Sullivan:

You will recall that under date of April 1, 1944, you were advised that a Form 42-A Special had been submitted to the State Director covering the principal place of employment of Mr. Smith, for his approval.

I want to further advise you that a Form 42-A Special requesting further deferment for Mr. Smith has also been prepared and submitted for the consideration and recommendation of the Review Committee on Deferment of Government Employees, the Inter-Departmental Committee of the War Relocation Commission and the officials at the local headquarters of the Selective Training System. As soon as a decision has been reached by the above-named officials in reference to this case, you will be promptly advised.

Sincerely yours,

RECORDED
MAY 4 1944
67-144-100-85
Special Agent in Charge
Director

77 70
MAY 3 1944
RECORDED
INDEXED

Chairman

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

COMMUNICATIONS SECTION
CC: SAC Newark
MAILED 1430000
MAY 1 - 1944 P.M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

✓
Sullivan



**Federal Bureau of Investigation
United States Department of Justice**



IN REPLY, PLEASE REFER TO

FILE NO. _____

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who had contributed to this fund subsequent to April 15, 1944, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

b6
b7C

The following person is hereby designated as my beneficiary:

Name

Address

Relationship

Dated

April 11, 1944

Very truly yours,

ack. 4-15-44
mlh

Richard Warren Smith
Special Agent

FILED
CORDED
35' mlh

Federal Bureau of Investigation
United States Department of Justice
Newark 2, New Jersey

SKM:vb

May 8, 1944

Director, FBI

Re: RICHARD WARREN SMITH
Special Agent
SELECTIVE SERVICE STATUS

Dear Sir:

This is to advise that the above Agent reported to the Newark, New Jersey Induction Station for a pre-induction physical examination as per instructions of Local Board #13 for Essex County, East Orange, New Jersey, on May 5, 1944.

Please be advised that as a result of this physical examination, this Agent was marked as "accepted".

Very truly yours,

S. K. McKee
S. K. MCKEE
SAC

RECORDED
2 MAY 19 1944

67-144950-86	
ROUTED.....	RECORDED.....
SEARCHED.....	CHECKED.....
INDEXED.....	FILED.....
14 MAY 16 1944	
FEDERAL BUREAU OF INVESTIGATION	

*Noted
mmw/and*

3 Jack

June 7, 1944

Lieutenant Colonel E. M. Bloomer
State Director of Selective Service
Armory Drive
Trenton 8, New Jersey

Dear Colonel Bloomer:

I am enclosing herewith D.S.S. Form 42-a Special for the following registrants under 26 years of age principally employed in the area over which your office has jurisdiction:



b6
b7C

Richard Warren Smith

The above listed employees are Special Agents of the Federal Bureau of Investigation and as such occupy a position in the Federal Government coming within criteria previously adopted by the Inter-Agency Committee and certified to by the Review Committee on Deferral of Government Employees. The position of Special Agent occupied by the aforementioned employees has been, prior to this time, considered by the Inter-Agency Committee and has been approved for exception to the general rule that registrants under 26 years of age shall not be granted occupational deferment.

Sincerely yours,

John Edgar Hoover
Director

Enclosure

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

144 730-87
17
DUPLICATE
MAILED
JUN 15 1944

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR ☒ SPECIAL ()
PROBATIONAL or TRIAL PERIOD ()

As of March 31, 1944 based on performance during period from April 1, 1943 to March 31, 1944

RICHARD WARREN SMITH

(Name of employee)

Special Agent, CAF 11 3802

(Title of position, service, and grade)

FEDERAL BUREAU OF INVESTIGATION, Newark Field Division

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE ✓ if adequate - if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning ☐ All others ☒
---	---	---

- (1) Maintenance of equipment, tools, instruments.
----- (2) Mechanical skill.
+ (3) Skill in the application of techniques and procedures.
----- (4) Presentability of work (appropriateness of arrangement and appearance of work).
+ (5) Attention to broad phases of assignments.
+ (6) Attention to pertinent detail.
----- (7) Accuracy of operations.
+ (8) Accuracy of final results.
+ (9) Accuracy of judgments or decisions.
+ (10) Effectiveness in presenting ideas or facts.
+ (11) Industry.
+ (12) Rate of progress on or completion of assignments.
+ (13) Amount of acceptable work produced. (Is mark based on production records? No)
+ (14) Ability to organize his work.
+ (15) Effectiveness in meeting and dealing with others.
+ (16) Cooperativeness.
+ (17) Initiative.
+ (18) Resourcefulness.
+ (19) Dependability.
+ (20) Physical fitness for the work.

- (21) Effectiveness in planning broad programs.
----- (22) Effectiveness in adapting the work program to broader or related programs.
----- (23) Effectiveness in devising procedures.
----- (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
----- (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
----- (26) Effectiveness in instructing, training, and developing subordinates in the work.
----- (27) Effectiveness in promoting high working morale.
----- (28) Effectiveness in determining space, personnel, and equipment needs.
----- (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
----- (30) Ability to make decisions.
----- (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- ✓ (A) Ability to direct and lead raids and dangerous assignments.
----- (B) -----
----- (C) -----

STANDARD

Deviations must be explained on reverse side of this form

- Plus marks on all underlined elements, and no minus marks.....
Plus marks on at least half of the underlined elements, and no minus marks.....
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks.....
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks.....
Minus marks on at least half of the underlined elements.....

Adjective rating
Excellent
Very good
Good
Fair
Unsatisfactory

Adjective rating

Rating official: Very Good

Reviewing official: _____

Rated by J. C. McKee Special Agent in Charge March 31, 1944

(Signature of rating official)

(Title)

Reviewed by R. Glavin Assistant Director

(Signature of reviewing official)

(Title)

MAY 9 1944
(Date)

Rating approved by efficiency rating committee _____ Report to employee _____
(Date) (Adjective rating)

WARREN SMITH
Agent

EOD 9-8-41

This employee presents a very good appearance, dresses neatly, possesses a very likeable personality. He makes contacts easily and seems to be well liked by persons both within and outside of the office. He appears to possess considerable interest and enthusiasm in his work, has applied himself well and with a very adequate amount of force. He is extremely cooperative. He has his work well prepared for dictation, enunciates clearly, and delivers his material at an above average rate of speed. He is a qualified automobile driver. He has testified on a number of occasions in District Court, before Commissioners' Hearings and Grand Juries and has been a creditable witness. There has been no occasion to use his services on a dangerous assignment, but his personal make-up is such that I feel he would function effectively. He has made a number of arrests in routine cases. He has operated very satisfactorily on both physical and technical surveillances. He can use a typewriter by means of the touch system at a speed of about 45 words per minute, but he cannot use shorthand. His reports have been very good and have required an absolute minimum of supervision. He makes contacts with law enforcement officials and other persons outside of the organization in a good fashion. He has conducted thorough, logical investigations, has the ability to place ingenuity into his work, and organizes and carries on his duties very well. He assumes responsibility well and endeavors to maintain his assignments in a current status at all times.

During the period of this report, his assignments have been almost wholly within the metropolitan area of Newark and within the following classifications: 15, 25, 65, 98, and 100 including security matters, denaturalization and alien enemy control investigations. He has also functioned as an interviewing Agent during the handling of repatriates returning to this country from enemy occupied territory under the foreign travel control program. He entered Bureau service in September 1941 and this is his second office of assignment.

He may possess supervisory and administrative ability. He has had no desk assignment nor any other opportunity to demonstrate his capabilities in this regard.

He is not continuously assigned to the handling of a technical surveillance.

I have read this report;

RWS

WMW:KAD

June 12, 1944

Mr. J. A. Gallagher
Chairman
Local Board Number 18
Selective Service System
1124 Vermont Avenue, N. W.
Washington, D. C.

RE: RICHARD WARREN SMITH
Order Number 3154

Dear Mr. Gallagher:

The Inter-Agency Committee has determined that the position of Special Agent held by Mr. Smith comes within the criteria previously adopted by that Committee for approving exceptions to the general rule that registrants under 26 years of age should not be granted occupational deferment.

The Inter-Agency Committee has authorized the President's Review Committee on Deferment of Government Employees to approve and certify this case for further deferment which action has been taken by the President's Review Committee. A D.S.S. Form 42-A Special has been sent to the State Director of Selective Service for New Jersey, the principal place of employment of this registrant, for his consideration and approval. It is expected that you will receive this Form 42-A Special in the very near future and the Agency Committee of the Federal Bureau of Investigation respectfully requests your reconsideration of this case.

Sincerely yours,

7-744951-88

John Edgar Hoover
Director

17 JUN 18

CC: SAC Newark

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

✓ 31 86

Notice of right to appeal

Appeal from classification by local board must be made within 10 days after the mailing of this notice. You may file a written notice of appeal with the local board, or you may go to the office of the local board and sign appeal form on back of Selective Service Questionnaire (Form 40).

Within the same 10-day period you may file a written request for personal appearance before the local board. If this is done, the time in which you may appeal is extended to 10 days from the date of mailing of a new Notice of Classification (Form 57) after such personal appearance.

If you are the first person to take an appeal and such appeal is based on occupational grounds, you may, in accordance with Selective Service regulations, request transfer of the case to the board of appeal having jurisdiction over the area where you work.

If an appeal has been taken and you are classified by the board of appeal in either Class I-A, I-A-O, or IV-B and one or more members of the board of appeal dissented from such classification, you may file appeal to the President with your local board within 10 days after the mailing of notice of such classification.

For advice, see your Government appeal agent.

The law requires you: (1) To keep in touch with your local board; (2) to notify it of any change of address; (3) to notify it of any fact which might change your classification; (4) to comply with the instructions on the notice of classification part of this form.

NOTICE OF CLASSIFICATION App. not Req.

Richard Warren Smith
(First name) (Middle name) (Last name)

Order No. 3154 has been classified in Class II-B

(Until Dec. 1st, 1944 19 cont'd.)
(Insert date for Class II-A and II-B only)

by ☒ Local Board

☐ Board of Appeal (by vote of _____ to _____)

☐ President

6/22/44
(Date of mailing)

James A. Gallagher
(Member of local board)

The law requires you, subject to heavy penalty for violation, to have this notice, in addition to your Registration Certificate (Form 2), in your personal possession at all times—to exhibit it upon request to authorized officials—to surrender it, upon entering the armed forces, to your commanding officer.
DSS Form 57. (Rev. 3-29-43)

Cut along this line to detach card

RECORDED

8 JUL 11 1944

144950-89

27

(71)

C O P Y

NEW JERSEY

STATE HEADQUARTERS FOR SELECTIVE SERVICE

ARMORY DRIVE, TRENTON NEW JERSEY

May 1, 1944

Mr. John Edgar Hoover, Director
Federal Bureau of Investigation
U. S. Department of Justice
Washington, D. C.

SUBJECT:

Richard Warren Smith

b6
b7c

Dear Sir:

Some time ago this headquarters denied your request for continued occupational deferment of the above-mentioned Special Agents. Our action was based on the fact that we have not been advised that the FBI was to be given consideration on men less than 26 years of age.

We now understand that such approval was given at a national level, and we are having a check made to secure verification of this fact. In the interim, if you care to immediately resubmit DSS Forms 42A Special for these men, we will be glad to see that they are given further consideration.

For the State Director:

P. E. Schwehm
Lieut. Col. AGD
Operations Executive

RICHARD WARREN SMITH

ASSIGNED TO: NEWARK, NEW JERSEY

3154

26, Born: July 22, 1918

13

Washington, D. C.

Occupation:

Mr. Smith is a Special Agent of the Federal Bureau of Investigation and holds a key position within the meaning of Executive Order 9809.

It is requested that the above-named registrant, who is employed by an agency in or under the Federal Government, be classified in Class II-A or Class II-B by reason of the fact that he is "necessary to and regularly engaged in" an activity in support of the national health, safety or interest, or an activity in war production and is between the ages of 26 and 29, inclusive. Form 42 (Sup.) giving complete details concerning the registrant and his occupation is attached.

Agency Stamp:

APPROVED
CLERK OF THE
U. S. DEPT. OF JUSTICE
FBI REVIEW COMMITTEE
U. S. DEPT. OF JUSTICE BUILDING
WASHINGTON, D. C.

11/7/44

Date

Clyde A. Tolson, Chairman

J. Edgar Hoover

Washington, D. C.

November

7th

Notary Public

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

SAC, Newark
Review Committee,
War Manpower Commission

11/7/44

RICHARD WARREN SMITH

3154

July 29, 1918

26

13

Washington, D. C.

Special Agent

x

U.S. Department of Justice

Federal Bureau of Investigation

See attachment. Mr. Smith is an investigatory agent charged with the duty of investigating violations of the laws of the United States, collecting evidence in cases in which the United States is or may be a party in interest, and performing other duties imposed upon him by law.

September 8, 1941

Newark, New Jersey

4221.32

4

4

4

4

F. B. I.

Washington, D. C. 7/40 9/41

Clerk

61440

Part-time experience while attending school.

Bradley Institute

Peoria, Ill.

1937

1940

B. S.

Social & Political
Sciences
Law

Georgetown Law Sch.

Washington, D. C. 1940-41

See attachment - over 6 months

2B 12/22/41 LB
2B 7/23/42 LB Indefinite
2B 1/7/43 LB 7/7/43
2B 7/20/43 LB 1/19/44
2B 1/13/44 LB 6/18/44

2B 6/22/44 LB 12/1/44

June 7, 1943

See attachment

See attachment

See attachment

Approximately
4,500

175

45

none

See attachment

See attachment

Clyde A. Tolson
xxxxx

xxxxxxx

November 7, 1944

ECR:mjd

RICHARD W. SMITH

Special Agent

Entered on Duty

September 8, 1941

Salary

CAF 11, \$3800.

Office Preference

Springfield, Milwaukee, Denver

Examination

97, Set 2

SAC McKEE: This employee presents a very good appearance, dresses neatly, and possesses a very likeable personality. He prepares his work well for dictation, enunciates clearly, and delivers his material at an above average rate of speed. He has testified on a number of occasions in a United States District Court, before United States Commissioners and Grand Juries, and has been a creditable witness. His grades in the use of Bureau firearms are above average, and although he has not been on a dangerous assignment, I believe that because of his personal make up, he would function effectively.

STATUS: Very good

INSPECTOR BRANTLEY:

This man came to the Bureau as a messenger. He is 26, married, and has served in the Richmond Office. He has had general experience, as well as in national defense cases. He has a pleasing appearance and is a good conversationalist. He has handled many types of investigations. He is alert and intelligent, dresses well, and makes a very good impression. He has no supervisory talents.

RATING:

VERY GOOD

Inspection Report
Newark Field Division
Inspector BRANTLEY
October 3, 1944

Notice of right to appeal

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If you are the first person to take an appeal and such appeal is based on occupational grounds, you may, in accordance with Selective Service regulations, request transfer of the case to the board of appeal having jurisdiction over the area where you work.

If an appeal has been taken and you are classified by the board of appeal in either Class I-A, I-A-O, or IV-B and one or more members of the board of appeal dissented from such classification, you may file appeal to the President with your local board within 10 days after the mailing of notice of such classification.

For advice, see your Government appeal agent.

The law requires you: (1) To keep in touch with your local board; (2) to notify it of any change of address; (3) to notify it of any fact which might change your classification; (4) to comply with the instructions on the notice of classification part of this form.

NOTICE OF CLASSIFICATION App. not Req.

Richard Warren Smith

(First name) (Middle name) (Last name)

Order No. 3154 has been classified in Class II-B

(Until 5-7-45 cont'd 19)

(Insert date for Class II-A and II-B only)

by ☒ Local Board.

☐ Board of Appeal (by vote of to)

☐ President.

11-16-44

(Date of mailing)

(Member of local board)

The law requires you, subject to heavy penalty for violation, to have this notice, in addition to your Registration Certificate (Form 2), in your personal possession at all times—to exhibit it upon request to authorized officials—to surrender it, upon entering the armed forces, to your commanding officer. DSS Form 57. (Rev. 3-29-43)

Cut along this line to detach card

3 NOV 27 1944

37-144950-91

1 NOV 27 1944

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: March 13, 1945
(Conrad)

FROM : S. K. McKEE, SAC, NEWARK ✓

SUBJECT: RICHARD WARREN SMITH
SPECIAL AGENT (11)PERSONAL AND CONFIDENTIAL

In view of the transfer of Special Agent [] from his resident agency headquarters at Camden, New Jersey to Butte, Montana, it is respectfully suggested that Special Agent Richard Warren Smith be designated as Resident Agent at Camden, New Jersey

b6
b7C

SKM:dmo

no. only 25 and
a 2nd office agent.
Transfer Smith to
Detroit and have
SAC McKee recommend
someone else 3 MAR 60

11A 3-20
transfer letter
written 3-22-45
sls

RECORDED
67-1447-10-92

67-1447-10-92
MAR 16 1945
FBI

WILSON

JW

SL 3-21-45
2-21-45
JW



**Federal Bureau of Investigation
United States Department of Justice**



IN REPLY, PLEASE REFER TO

FILE NO. _____

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who had contributed to this fund prior to February 10, 1945, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

The following person is hereby designated as my beneficiary for F. B. I. Agents' Insurance Fund:

Name

Relationship

Address

Dated

1/11/45

The following person is hereby designated as my beneficiary under the Chas. S. Ross Fund providing \$1500-death benefit to beneficiary of agents killed in line of duty.

Name

Relationship

Address

Dated

1/11/45

Very truly yours,

Richard W. Smith
Special Agent

*ack
1-17-45
mhb*

*W. J. ...
rel 7*

b6
b7C

SAC, Newark

March 22, 1945

John Edgar Hoover, Director
Federal Bureau of Investigation
Richard W. Smith, Special Agent

With reference to your letter of March 13, 1945, you are advised the Bureau does not approve your recommendation that Special Agent Richard W. Smith be designated Resident Agent at Camden, New Jersey. It is desired that you recommend another Agent to fill the vacancy in this Resident Agency.

3 MAR 30 1945

144250-93

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

sls

March 20, 1945

Mr. J. A. Gallagher
Chairman
Local Board Number 13
Selective Service System
1124 Vermont Avenue, N. W.
Washington, D. C.

RE: RICHARD WARREN SLITH
Order Number 3154

Dear Mr. Gallagher:

There is enclosed herewith for the consideration of your Board, properly certified D.S.S. Form 42-A (Special-Revised), in triplicate, covering the Agency Committee's request for occupational deferment of the above-named registrant.

This revised form, properly certified is necessary under Local Board Memorandum Number 115-F, as amended February 21, 1945, and it will be appreciated if consideration can be given this request for deferment, by the members of your Board.

An appropriate copy of this form is being forwarded to the State Director covering the principal place of employment of this registrant in conformance with existing regulations.

Sincerely yours,

John Edgar Hoover
Director

enclosure

CC: SAC, Newark

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

COMMUNICATIONS SECTION
MAILED 15
MAR 24 1945 P.M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

3 MAR 31 1945
RECORDED

117-94

✓

[Handwritten signature]
B

Federal Bureau of Investigation, U.S. Department of Justice

1134 Grand Commerce Building

Newark

New Jersey

See attachment.

INVESTIGATION

3154

July 29, 1940 (2)

13

Washington

Special Agent

See attachment.

July 5, 1940

September 6, 1941

annual

4475.32

paid working week - 40 hours.

45 - 70

Clark, Federal Bureau of Investigation, Washington, D. C.,
part-time experience while attending school.

B.E. from Wesley Institute, Morris, Illinois; attended
Georgetown Law School, Washington, D. C.

B

SELECTIVE SERVICE SYSTEM

Bureau Budget No. 33-R058.3.
Approval expires Oct. 31, 1945.

AFFIDAVIT—OCCUPATIONAL CLASSIFICATION (Special—Revised)

(Submit in triplicate, plus any additional copies specified by certifying agency)

Name of company Federal Bureau of Investigation, U.S. Department of Justice
(Corporation, partnership, individual—if self-employed, so state)Address at which
registrant is employed 1336 Federal Commerce Building
(Location of plant, office, or division where registrant works)Newark
(City)New Jersey
(State)Description of the activities of this establishment See attachment.

Social Security Industrial Code

(If not known, call local U. S. E. S. office)

Name of registrant RICHARD DANNEN SMITHSelective Service Order No. 3154 Date of birth July 29, 1918 (25)Local Board 13 Washington D. C.
(Number) (County) (City) (State)Title of present job Special Agent

(State whether journeyman, apprentice, helper, certificated, licensed, professional engineer, etc.)

Describe duties actually performed See attachment.

(Be specific—include name of machine or machine tool, process, materials, etc.)

Date employed July 8, 1940 Date entered present job September 8, 1941Average weekly rate of pay annual \$4429.32 Average hours worked per week 65 - 70
paid working week - 48 hours.Prior work experience Clerk, Federal Bureau of Investigation, Washington, D. C.,
part-time experience while attending school.Educational background S.S. from Bradley Institute, Peoria, Illinois; Attended
Georgetown Law School, Washington, D. C.

(Fill out if necessary to establish employee's qualifications for a particular job)

J. Edgar Hoover
(Name)

March 10, 1945
(Date)

J. Edgar Hoover
Director
(Official position)

Employer: Leave this section blank. Certifying Agency: Complete this section only if request is certified.

CERTIFYING AGENCY

REVIEW COMMITTEE ON DEFERMENT OF GOVERNMENT EMPLOYEES 12

certified on MAR 16 1945 (Name of agency authorized to certify) for a period of APPROVED 6 Months (Agency code No.)
(Date) (Not to exceed 6 months)

AUTHORIZED
Authorized Government Request Stamp must be entered
here for Federal Government Employees only
U. S. DEPARTMENT OF JUSTICE
F.B.I. REGIONAL AGENCY COMMITTEE
U. S. DEPARTMENT OF JUSTICE BUILDING
WASHINGTON, D. C.

REVIEW COMMITTEE ON DEFERMENT
OF GOVERNMENT EMPLOYEES
EDGAR F. PURYEAR, CHAIRMAN

Date Clyde A. Tolson, Chairman

LOCAL BOARD REPORT TO
DIRECTOR OF SELECTIVE SERVICE

(LOCAL BOARD DATE STAMP WITH CODE)

This registrant has been classified in

Class _____ until _____

(Member or clerk of local board)

DUPLICATE

09 10-38026-1

ANNUAL
REPORT OF
EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL: (X)
REGULAR () SPECIAL ()
PROBATIONAL or TRIAL PERIOD ()

As of March 31, 1945 based on performance during period from April 1, 1944 to March 31, 1945

RICHARD W. SMITH
(Name of employee)

SPECIAL AGENT - CAP 11
(Title of position, service, and grade)

FEDERAL BUREAU OF INVESTIGATION - NEWARK FIELD DIVISION
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning ☐ All others ☒
---------------------------------	---	---

- By*
- | | |
|---|---|
| <p>_____ (1) Maintenance of equipment, tools, instruments.</p> <p>_____ (2) Mechanical skill.</p> <p><u>±</u> (3) Skill in the application of techniques and procedures.</p> <p>_____ (4) Presentability of work (appropriateness of arrangement and appearance of work).</p> <p><u>±</u> (5) Attention to broad phases of assignments.</p> <p><u>±</u> (6) Attention to pertinent detail.</p> <p>_____ (7) Accuracy of operations.</p> <p><u>±</u> (8) Accuracy of final results.</p> <p><u>±</u> (9) Accuracy of judgments or decisions.</p> <p><u>±</u> (10) Effectiveness in presenting ideas or facts.</p> <p><u>±</u> (11) Industry.</p> <p><u>±</u> (12) Rate of progress on or completion of assignments.</p> <p><u>±</u> (13) Amount of acceptable work produced. (Is mark based on production records? <u>Yes</u>)</p> <p><u>±</u> (14) Ability to organize his work.</p> <p><u>±</u> (15) Effectiveness in meeting and dealing with others.</p> <p><u>±</u> (16) Cooperativeness.</p> <p><u>±</u> (17) Initiative.</p> <p><u>±</u> (18) Resourcefulness.</p> <p><u>±</u> (19) Dependability.</p> <p><u>±</u> (20) Physical fitness for the work.</p> | <p>_____ (21) Effectiveness in planning broad programs.</p> <p>_____ (22) Effectiveness in adapting the work program to broader or related programs.</p> <p>_____ (23) Effectiveness in devising procedures.</p> <p>_____ (24) Effectiveness in laying out work and establishing standards of performance for subordinates.</p> <p>_____ (25) Effectiveness in directing, reviewing, and checking the work of subordinates.</p> <p>_____ (26) Effectiveness in instructing, training, and developing subordinates in the work.</p> <p>_____ (27) Effectiveness in promoting high working morale.</p> <p>_____ (28) Effectiveness in determining space, personnel, and equipment needs.</p> <p>_____ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.</p> <p>_____ (30) Ability to make decisions.</p> <p>_____ (31) Effectiveness in delegating clearly defined authority.</p> |
|---|---|
- File*
- STATE ANY OTHER ELEMENTS CONSIDERED
- ± (A) As a group leader to direct and lead a group of Agents on raids and dangerous assignments.
- _____ (B) _____
- _____ (C) _____

STANDARD Deviations must be explained on reverse side of this form	Adjective rating	Rating official
Plus marks on all underlined elements, and no minus marks.....	Excellent	Excellent <i>RWS</i>
Plus marks on at least half of the underlined elements, and no minus marks.....	Very good	
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks.....	Good	Reviewing official
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks.....	Fair	
Minus marks on at least half of the underlined elements.....	Unsatisfactory	

Rated by S. K. McKee (Signature of rating official) Special Agent in Charge (Title) March 9, 1945 (Date)

Reviewed by [Signature] (Signature of reviewing official) Asst. Dir. (Title) 3-29-45 (Date)

Rating approved by efficiency rating committee (Date) Report to employee (Adjective rating)

RICHARD W. SMITH
Special Agent

This man makes a very good appearance, dresses neatly and has a good personality. He is well met and mixes well both within and outside of the office. He is above average in enthusiasm, interest and tact. He has gone about the handling of his duties with above average resourcefulness and force.

2-1-44 ef-11 380

He prepares his work well for dictation and stenographers rate him as very good in ability to dictate. He is a qualified automobile driver. His ability in the use of firearms is above average. He is active physically, seems to have his feet on the ground and I would select him for use on a dangerous assignment. In the pertinent period he has testified before a Grand Jury, at a moot court and in the trial of a case. He handled himself very capably at moot court and was rated very good. He has successfully handled a number of physical surveillances. He has no knowledge of shorthand, but he can operate a typewriter by means of the touch system at a speed of about forty-five words per minute. His paper work is well organized and written and but minimum supervision is required. He is effective in the handling of outside contacts. It is noted that he very successfully worked with one other man in setting up a technical plant in Camden, New Jersey, and particularly, in arranging a cover setup. He plans his work well on his own initiative, conducting thorough and logical investigations. He has displayed better than average investigative capabilities. His production is above average and supervision required is below average. His physical condition is such that he is entirely capable of undertaking strenuous investigations. An analysis of his No. 3 cards for a period of sixty days shortly before the preparation of this report reflects that eleven per cent of his time was spent in the office planning and caring for necessary reporting.

During the period of this report he has been assigned to three separate investigative squads. He has worked both in the metropolitan area of Newark and in other parts of this State. The types of cases handled by him during this period have been within the following classifications: 25,65,100-G,100-C.

The quality of job handled by Agent Smith reflects that he possesses above average supervisory and administrative ability. It should be stated that his only opportunity to demonstrate, aside from functioning on and setting up the technical plant at Camden, has been in connection with the handling of his individual assignments.

RICHARD W. SMITH
Special Agent

He has been assigned to technical surveillances during the period of this report. However, he is not continuously so assigned at this time.

I have read this report:

RWS

RICHARD W. SMITH
SPECIAL AGENT

This interim rating is submitted in view of the pending transfer of this employee to the Detroit Field Office.

The character and quality of his work have remained constant since submission of the annual efficiency rating, for which there is no change in comment.

I have read this report:

RWS

APR 18 1945
RECORDED

145750-95

63

97

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR () SPECIAL (XX)
PROBATIONAL or TRIAL PERIOD ()

As of April 6, 1945 based on performance during period from April 1, 1945 to April 6, 1945

RICHARD W. SMITH

(Name of employee)

SPECIAL AGENT, CAF 11

(Title of position, service, and grade)

FEDERAL BUREAU OF INVESTIGATION - NEWARK FIELD DIVISION

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE ✓ if adequate — if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A.	CHECK ONE:
	2. Underline the elements which are especially important in the position.	Administrative, supervisory, or planning ☐
	3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	All others ☒

- (1) Maintenance of equipment, tools, instruments.
- (2) Mechanical skill.
- (3) Skill in the application of techniques and procedures.
- (4) Presentability of work (appropriateness of arrangement and appearance of work).
- (5) Attention to broad phases of assignments.
- (6) Attention to pertinent detail.
- (7) Accuracy of operations.
- (8) Accuracy of final results.
- (9) Accuracy of judgments or decisions.
- (10) Effectiveness in presenting ideas or facts.
- (11) Industry.
- (12) Rate of progress on or completion of assignments.
- (13) Amount of acceptable work produced. (Is mark based on production records? -----) (Yes or no)
- (14) Ability to organize his work.
- (15) Effectiveness in meeting and dealing with others.
- (16) Cooperativeness.
- (17) Initiative.
- (18) Resourcefulness.
- (19) Dependability.
- (20) Physical fitness for the work.

- (21) Effectiveness in planning broad programs.
- (22) Effectiveness in adapting the work program to broader or related programs.
- (23) Effectiveness in devising procedures.
- (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
- (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
- (26) Effectiveness in instructing, training, and developing subordinates in the work.
- (27) Effectiveness in promoting high working morale.
- (28) Effectiveness in determining space, personnel, and equipment needs.
- (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
- (30) Ability to make decisions.
- (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- (A) -----
- (B) -----
- (C) -----

STANDARD Deviations must be explained on reverse side of this form		Adjective rating
Plus marks on all underlined elements, and no minus marks.	Excellent	Rating official <u>Excellent</u> <i>RWS</i> Reviewing official -----
Plus marks on at least half of the underlined elements, and no minus marks.	Very good	
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks.	Good	
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks.	Fair	
Minus marks on at least half of the underlined elements.	Unsatisfactory	

Rated by S. K. MC KEE Special Agent in Charge April 6, 1945
(Signature of rating official) (Title) (Date)

Reviewed by -----
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee ----- Report to employee -----
(Date) (Adjective rating)

May 1, 1945

Mr. J. A. Gallagher
Chairman
Local Board Number 13
Selective Service System
1124 Vermont Avenue, N. W.
Washington, D.C.

RE:

RICHARD WARREN SMITH
Order Number 3154

Dear Mr. Gallagher:

I want to advise you that the needs of this service make it necessary to transfer Special Agent

Smith to Detroit, Michigan.

This information is furnished to you in order that your records will correctly reflect the principal place of employment of this registrant.

Sincerely yours,

J. E. Hoover

John Edgar Hoover
Director

CC: SAC - Detroit

COMMUNICATIONS SECTION

MAY 1 1945

★ MAY - 2 1945 P.M.

FEDERAL BUREAU OF INVESTIGATION

U.S. DEPARTMENT OF JUSTICE

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

3 MAY 4 1945
144950-96
[Handwritten signature]
V-31

0

RICHARD W. SMITH
Special Agent
SPECIAL EFFICIENCY RATING

This special efficiency rating on Agent Smith is being submitted inasmuch as he arrived in this District on transfer from Newark on April 7, 1945.

one 20B

This Agent presents a good, clean-cut personal appearance. He is always attired neatly and possesses a pleasing personality. He meets others with ease and gets along well with his fellow Agents. Agent Smith appears to be in good physical condition and possesses sufficient agility and stamina to qualify for strenuous assignments.

Since his arrival in the Detroit Field Division he has been assigned principally to the investigation of Deserter and Deserter-Harboring cases. He is enthusiastic, cooperative and is not lacking in industry. He conducts his investigations in a thorough manner and has demonstrated that he exercises common sense and good judgment in carrying out his assignments. His reports are well written and require only average supervision.

Agent Smith's dictation has been rated very good by the stenographers to whom he has dictated, who have commented that his work is well prepared. His output is average but the quality of his work is slightly better than average.

He handles firearms in a capable manner and I would not hesitate to utilize this Agent on dangerous assignments. He has not as yet developed a satisfactory number of Confidential Informants or Sources of Information and must pay increased attention to this phase of the Bureau's work.

He has not had an opportunity to display any supervisory ability he may possess. His progress has been satisfactory and I rate him very good in CAF 11.

2-1-44 Caf 11-3800

3 JUL 2 1945

RECORDED

7-144938-97

Mr. Tolson	
Mr. E.A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn	
Mr. Nease	
Miss Gandy	

6 JUN 19 1945

U.S. DEPT. OF JUSTICE

34

[Signature]

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL: REGULAR () SPECIAL (X)
PROBATIONAL or TRIAL PERIOD ()

As of June 15, 1945 based on performance during period from April 7, 1945 to June 15, 1945

RICHARD W. SMITH
(Name of employee)

Special Agent CAF 11 \$3800
(Title of position, service, and grade)

Federal Bureau of Investigation, Department of Justice, Detroit, Michigan
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE ✓ if adequate - if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning ☐ All others ☒
---	---	---

- | | |
|---|--|
| <p>----- (1) Maintenance of equipment, tools, instruments.</p> <p>----- (2) Mechanical skill.</p> <p>----- (3) Skill in the application of techniques and procedures.</p> <p>----- (4) Presentability of work (appropriateness of arrangement and appearance of work).</p> <p>----- (5) Attention to broad phases of assignments.</p> <p>----- (6) Attention to pertinent detail.</p> <p>----- (7) Accuracy of operations.</p> <p>----- (8) Accuracy of final results.</p> <p>----- (9) Accuracy of judgments or decisions.</p> <p>----- (10) Effectiveness in presenting ideas or facts.</p> <p>----- (11) Industry.</p> <p>----- (12) Rate of progress on or completion of assignments.</p> <p>----- (13) Amount of acceptable work produced. (Is mark based on production records? ☐)
(Yes or no)</p> <p>----- (14) Ability to organize his work.</p> <p>----- (15) Effectiveness in meeting and dealing with others.</p> <p>----- (16) Cooperativeness.</p> <p>----- (17) Initiative.</p> <p>----- (18) Resourcefulness.</p> <p>----- (19) Dependability.</p> <p>----- (20) Physical fitness for the work.</p> | <p>----- (21) Effectiveness in planning broad programs.</p> <p>----- (22) Effectiveness in adapting the work program to broader or related programs.</p> <p>----- (23) Effectiveness in devising procedures.</p> <p>----- (24) Effectiveness in laying out work and establishing standards of performance for subordinates.</p> <p>----- (25) Effectiveness in directing, reviewing, and checking the work of subordinates.</p> <p>----- (26) Effectiveness in instructing, training, and developing subordinates in the work.</p> <p>----- (27) Effectiveness in promoting high working morale.</p> <p>----- (28) Effectiveness in determining space, personnel, and equipment needs.</p> <p>----- (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.</p> <p>----- (30) Ability to make decisions.</p> <p>----- (31) Effectiveness in delegating clearly defined authority to act.</p> |
|---|--|
- STATE ANY OTHER ELEMENTS CONSIDERED
- (A) Ability to direct and lead a group of Agents on raids and dangerous assignments.
- (B) _____
- (C) _____

STANDARD Deviations must be explained on reverse side of this form		Adjective rating
Plus marks on all underlined elements, and no minus marks.	Excellent	Rating official <u>VERY GOOD</u> RWS Reviewing official _____
Plus marks on at least half of the underlined elements, and no minus marks.	Very good	
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks.	Good	
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks.	Fair	
Minus marks on at least half of the underlined elements.	Unsatisfactory	

Rated by [Signature]
(Signature of rating official)

R. A. GUERIN, SAC
(Title)

June 15, 1945
(Date)

Reviewed by _____
(Signature of reviewing official)

(Title)

(Date)

Rating approved by efficiency rating committee _____
(Date)

Report to employee _____
(Adjective rating)



**Federal Bureau of Investigation
United States Department of Justice**



IN REPLY, PLEASE REFER TO

FILE NO. _____

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who had contributed to this fund prior to July 30, 1945, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

The following person is hereby designated as my beneficiary for F. B. I. Agents' Insurance Fund:

Name Address
Relationship Dated July 5, 1945

The following person is hereby designated as my beneficiary under the Chas. S. Ross Fund providing \$1500-death benefit to beneficiary of agents killed in line of duty.

Name Address
Relationship Dated July 5, 1945

Very truly yours,

Richard Warren Smith

Special Agent

*ack
7-10-45
jc*

*111-111-111
RECORDED 3
JUL 14 1945
Rel*

b6
b7C

August 10, 1945

Mr. Richard W. Smith
Federal Bureau of Investigation
United States Department of Justice
Post Office Box 2118
Detroit 31, Michigan

Dear Mr. Smith:

In connection with the Uniform Promotion Act, I am indeed pleased to advise you that you have been recommended for promotion from \$4300 per annum to \$4500 per annum in Grade GS-11, effective August 13, 1945.

Sincerely yours,

John Edgar Hoover
Director

CC-SAC, Detroit

COO, Selective Service

(EOD: 9-8-41)

RECORDED
9 AUG 18 1945

b6
b7C

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECEIVED
MAILED 3
AUG 11 1945 P.M.

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

[Handwritten signature]

Office Memorandum • UNITED STATES GOVERNMENT
LAH:MR

TO : CLYDE A. TOLSON

DATE: 10-8-45

FROM : H. H. CLEGG

SUBJECT:

SPECIAL AGENT RICHARD W. SMITH

MOOT COURT TRAINING

IN-SERVICE TRAINING COURSE NO. 25

ABILITY TO TESTIFY:

FROM 9-24-45 TO 10-5-45

EOD -- 9-8-41

GRADE -- CAF--11

SALARY -- \$4520

ASSIGNED TO -- DETROIT

QUALIFIED _____
NOT QUALIFIED _____

REMARKS:

GRADES ATTAINED:

NOTEBOOK	: Very Good
EXAMINATION	: 98
HIP SHOOTING	: 94
PRACTICAL PISTOL COURSE	: 92
SHOTGUN	: 100
.30 RIFLE	: 77
MACHINE GUN	: 93
GENERAL FIREARMS ABILITY	: Very Good

INSTRUCTOR

FIREARMS INSTRUCTOR'S COMMENTS: This Agent has a good knowledge of weapons, is self-confident, interested, deliberate emotionally, strict in observance of safety rules, very good in general ability; and good in marksmanship, knack and skill. He is Qualified to go on Raids and Special Details.

REMARKS: Interviewing Official: Mr. J. M. O'Connor

Mr. Smith made a good impression. He seems to be alert and enthusiastic and likes his present assignment.

He has no problems or suggestions.

7 OCT 25 1945

5 OCT 18

1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

DEPARTMENT OF JUSTICE
NOTICE OF LEAVE WITHOUT PAY

No. _____

M. ^{als} **Richard W. Smith**Date **Aug. 2** 19 **45**

Title

Grade and Salary

Division or Bureau **FBI**Department ☐

Appropriation

Field ☒ **agent**

Beginning

Terminating C. O. B.

Indefinite []*

Remarks **Deduct 8 hrs. on 7-23-45**J. Edgar Hoover

*IMPORTANT:

This form to be used for reporting all leave without pay EXCEPT military.

Persons returning to duty subsequent to this report or from indefinite leave will not be restored to the pay roll until Form PR3a (LWOP) is submitted.

6. (Bureau)

Aug 3 1945
12

DEPARTMENT OF JUSTICE
NOTICE OF LEAVE WITHOUT PAYNo. **5742**M. Richard . SmithDate August 8, 19 45

Title

Grade and Salary

Division or Bureau **FBI**Department ☐

Appropriation

Field ☒ Agent

Beginning

Terminating C. O. B.

Indefinite []*

Remarks

Deduct 3 hrs. on 8-4-45J. Edgar Hoover***IMPORTANT:**

This form to be used for reporting all leave without pay EXCEPT military.

Persons returning to duty subsequent to this report or from indefinite leave will not be restored to the pay roll until Form PR3a (LWOP) is submitted.

[Signature]
6. (Bureau)

110

October 22, 1945

~~PERSONAL AND CONFIDENTIAL~~

Mr. Richard Warren Smith
Federal Bureau of Investigation
906 Federal Building
Detroit 26, Michigan

Dear Mr. Smith:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, Bethesda, Maryland, on October 3, 1945.

This report reflects the following physical defects:

No physical defects.

The Board of Examining Physicians of the United States Naval Hospital recommends that you secure inoculations for **smallpox, typhoid and tetanus**. The Bureau suggests that this be done by you after consultation and with the advice of your family physician. The Bureau is desirous of being advised when this has been done.

It reports that you are capable of performing strenuous physical exertion, and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

Sincerely yours,

J. E. Hoover

John Edgar Hoover
Director

CC: Mr. Clegg
CC: SAC - Detroit

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

COMMUNICATIONS SECTION

MAILED 15

OCT 28 1945 PM

RECEIVED
U. S. DEPT. OF JUSTICE

OCT 24 1945
100

Boise

RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS
FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE

NAME Richard Warren Smith AGE 27 YEARS, 2 MONTHS
NATIVITY (state of birth) Ill. MARRIED, SINGLE, WIDOWED: m NUMBER OF CHILDREN 0
FAMILY HISTORY Father, mother, 3 siblings living & well. One sibling dead in infancy. Wife in good health.

HISTORY OF ILLNESS OR INJURY _____

HEAD AND FACE _____ n

EYES: PUPILS (size, shape, reaction to light and distance, etc.) equal & react

DISTANT VISION RT. 20/ 25, corrected to 20/ 20

LT. 20/ 30, corrected to 20/ 20

COLOR PERCEPTION normal

(state edition of Stilling's plates or Lamps used)

DISEASE OR ANATOMICAL DEFECTS refractive error corrected by glasses

EARS: HEARING RT. WHISPERED VOICE 15 /15' CONVERSATIONAL SPEECH _____ /15'

LT. WHISPERED VOICE 15 /15' CONVERSATIONAL SPEECH _____ /15'

DISEASE OR DEFECTS none

NOSE deviated nasal septum - no obstruction

(Disease or anatomical defect, obstruction, etc. State degree)

SINUSES n

TONGUE, PALATE, PHARYNX, LARYNX, TONSILS n

TEETH AND GUMS (disease or anatomical defect): none

MISSING TEETH 1

NONVITAL TEETH n

PERIAPICAL DISEASE n

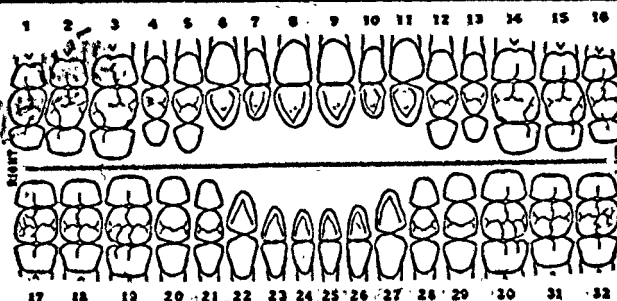
MARKED MALOCCLUSION n

PYORRHEA ALVEOLARIS n

TEETH REPLACED BY BRIDGES n

DENTURES n

REMARKS _____



RECORDED

George W. Ferguson 44950-100

(Signature of Dental Officer)

GENERAL BUILD AND APPEARANCE medium

TEMPERATURE 98.2F CHEST AT EXPIRATION 34 1/2

HEIGHT 68 1/2 CHEST AT INSPIRATION 37 1/2

WEIGHT 152 CIRCUMFERENCE OF ABDOMEN AT UMBILICUS 30 1/2

RECENT GAIN OR LOSS, AMOUNT AND CAUSE none

SKIN, HAIR, AND GLANDS n

NECK (abnormalities, thyroid gland, trachea, larynx) n

SPINE AND EXTREMITIES (bones, joints, muscles, feet) n

THORAX (size, shape, movement, rib cage, mediastinum) n
RESPIRATORY SYSTEM, BRONCHI, LUNGS, PLEURA, ETC. n

CARDIO-VASCULAR SYSTEM n
HEART (note all signs of cardiac involvement) n

PULSE: BEFORE EXERCISE 78 BLOOD PRESSURE: SYSTOLIC 130
AFTER EXERCISE 108 DIASTOLIC 78
THREE MINUTES AFTER 78
CONDITION OF ARTERIES normal CHARACTER OF PULSE full & reg
CONDITION OF VEINS normal HEMORRHOIDS none

ABDOMEN AND PELVIS (condition of wall, scars, herniae, abnormality of viscera) n

GENITO-URINARY SYSTEM n
URINALYSIS: SP. GR. 1.025 ALB. n SUGAR n MICROSCOPICAL n
VENEREAL DISEASE no

NERVOUS SYSTEM n
(organic or functional disorders)
ROMBERG n INCOORDINATION (gait, speech) no
REFLEXES, SUPERFICIAL present DEEP (knee, ankle, elbow) present TREMORS no
SEROLOGICAL TESTS n BLOOD TYPE 0
ABNORMAL PSYCHE (neurasthenia, psychasthenia, depression, instability, worries) tetanus?

SMALLPOX VACCINATION: DATE OF LAST VACCINATION child hood
TYPHOID PROPHYLAXIS: NUMBER OF COURSES never
DATE OF LAST COURSE _____

REMARKS ON ABNORMALITIES NOT OTHERWISE NOTED OR SUFFICIENTLY DESCRIBED ABOVE _____

SUMMARY OF DEFECTS 1. Deviated nasal septum - no obstruction
2. refractive error corrected by glasses

CAPABLE OF PERFORMING DUTIES INVOLVING strenuous PHYSICAL EXERTION
IS THIS INDIVIDUAL PHYSICALLY FIT TO PARTICIPATE IN RAIDS AND APPREHENSION OF CRIMINALS
WHICH MIGHT ENTAIL THE PRACTICAL USE OF FIREARMS yes (yes or no)
(when no is given state cause) _____

FINDINGS, RECOMMENDATIONS AND REMARKS (as per boards, when necessary) _____
1. Following immunizations recommended: smallpox, typhoid & tetanus

W. R. Darnall
Lt. Cmdr. MC, USNR

DATE OF EXAMINATION 10-3-45

SAC, Detroit

December 19, 1945

John Edgar Hoover, Director
Federal Bureau of Investigation
Special Agent Richard W. Smith

~~PERSONAL AND CONFIDENTIAL~~

There is enclosed the Field Firearms and Scientific
Training Record Card of Special Agent Smith who is now assigned
to your office.

Enclosure

Registered Mail

10 JAN 3 - 1946

17-144950-101

RECORDED

INDEXED

DEC 20 1945

DEC 20 1945

JW-kco

LAH:MAD

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-23-2012

October 3, 1945

CONFIDENTIAL

SAC, Detroit

RE: RICHARD W. SMITH
SPECIAL AGENT

Dear Sir:

The above-named Special Agent attended an In-Service training course at the Seat of Government from September 27, to October 3, 1945.

He attained the following grades:

Notebook	Very Good
Examination	98
Hip Shooting	94
Practical Pistol Course	92
Shotgun	100
.30 Rifle	77
Machine Gun	93

The firearms grades should be entered on the individual field firearms training record card.

Very truly yours,

J. E. Hoover
John Edgar Hoover
Director

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Parrington
Quinn Tamm
Nease
Gandy

cc: Richard W. Smith
Detroit

Office Memorandum • UNITED STATES GOVERNMENT

TO : W. R. CLAVIN

FROM : J. P. MOHR

SUBJECT: RICHARD W. SMITH
Special Agent
Detroit Field Division

DATE: 5-17-46

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Coffey _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Egan _____

Mr. Gurnea _____

Mr. Harbo _____

Mr. Pennington _____

Mr. Quinn Tamm _____

Tele. Room _____

Mr. Nease _____

Miss Beahm _____

Miss Gandy _____

RE: REALLOCATION

This employee entered on duty on 7-8-40 as a Messenger, was appointed a Special Agent on 9-8-41 and was last reallocated to Grade CAF-11, \$3800 per annum on 2-1-44. As a result of the basic increase in pay effective 7-1-45 and a \$220 increase in salary under the provisions of the Uniform Promotion Act, effective 8-13-45, his salary was increased to \$4520 per annum in Grade CAF-11. He is being considered at this time for reallocation to Grade CAF-12, at \$5180 per annum.

On 3-31-46 SAC Guerin rated him EXCELLENT. A permanent brief of his file is attached.

RECOMMENDATION: It is recommended that he be reallocated to Grade CAF-12 at \$5180 per annum, effective 7-1-46.

67-144450-102

SEARCHED _____

Numbered _____

3 MAY 24 1946

FEDERAL BUREAU OF INVESTIGATION

JEE:llw

UNITED STATES
DEPARTMENT OF JUSTICE
WASHINGTON 25, D. C.

Name: **MR. RICHARD V. SMITH**

Date: **MAY 23, 1946**

RICHARD W. SMITH

Nature of Action: **PROMOTION**

Effective: **July 1, 1946**

No. **FBI 222 87533**

CIVIL SERVICE OR
OTHER LEGAL AUTHORITY

DATE FINGERPRINT CHART
FORWARDED TO FBI

	FROM	TO
POSITION	Special Agent	same
GRADE	CAP 12	CAP 13
SALARY	\$4520	\$5180
BUREAU OR DIVISION		
HEADQUARTERS		
APPROPRIATION	AK, FBI (Nat. Def.)	same
DEPARTMENTAL OR FIELD	Field	same

NATURE OF POSITION

(a) NEW

P. C. No.

(b) ADDTNL. IDENT.

b6
b7C

P. C. No.

(c) VICE

P. C. No.

DATE OF OATH

DATE OF BIRTH

FUNDS CERTIFICATION

REMARKS:

MAY 28 1946

NOT RECORDED
[Signature]

2 FEB 15 1946

97-NOT RECORDED 2

6

DEFERRED PERSONNEL DATA

1. Name of Employer. Federal Bureau of Investigation.
2. Registrant's Name. RICHARD WARREN SMITH
3. Age. 24
4. Address. Newark
5. Marital Status; if married, give date. Married 11-30-41
Number of children. Number of other dependents.
6. Title of Position. Special Agent
7. Date of Appointment. 7-8-40
8. Vocation or type of work for past five years. Investigator; Confidential Index and Files Analyst.
9. Brief background which qualifies registrant for present duties.
(See attachment)
10. Annual Salary - as of date of deferment. CAF 10
11. Original Draft Classification. 2B Changed to. Date.
12. Local Board Number and Location. #13, Washington, D. C.
13. Order Number. 3154
14. By whom was deferment requested? John Edgar Hoover, Director
Federal Bureau of Investigation.
15. Reason given for deferment; if indispensability claimed. Why?
(See attachment)
16. Length of deferment. 7-7-43
17. How many renewals of deferment. Two Dates. 7-6-42, 1-2-43
18. What attempts at replacement have been made. (See attachment)

Address: H. Ralph Burton, General Counsel, #519 Old House Office Building

**Federal Bureau of Investigation
United States Department of Justice**

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who had contributed to this fund prior to February 28, 1946, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK ~~—NEW YORK~~) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

The following person is hereby designated as my beneficiary for F. B. I. Agents' Insurance Fund:

Name Address
Relationship Dated 2/25/46

The following person is hereby designated as my beneficiary under the Chas. S. Ross Fund providing \$1500-death benefit to beneficiary of agents killed in line of duty.

Name Address
Relationship Dated 2/25/46

Very truly yours,

Richard W. Smith
Special Agent

*ack
2/28/46
jc*

*Filed
Mar. 1. 1946
25*

b6
b7C

SMITH, Richard W.

SPECIAL AGENT

ENTERED ON DUTY

September 8, 1941

SALARY

\$4520

OFFICES OF PREFERENCE (1) Springfield (2) Milwaukee

EXAMINATION GRADE - Set #9

94%

SAC GUERIN

Smith presents a neat, orderly personal appearance and exhibits a forceful personality. He makes friends of fellow associates easily. While working on Selective Service and Deserter matters he had a tendency to devote the major portion of his time to those investigations which were the most interesting; thus resulting in a number of old cases becoming delinquent. This matter was called to Smith's attention and he worked hard to correct this delinquency. Smith's attitude toward his work has been good and his reports require average supervision. I rate this agent good.

INSPECTOR GURNEA

SMITH is maturing in the service. He presents a very good appearance, is a good conversationalist and makes a very satisfactory approach. I would rate him as being average or a little above at the present time, but believe he will continue to improve. He is not ready for supervisory work.

Inspection Report
Detroit Office
November 21, 1945
Inspector Gurnea
(Interviewed by Inspector Gurnea)

87-Not RECORDED

10 DEC 27 1945

Prepared by: *[Signature]*
Checked by: *[Signature]*
Filed by: *[Signature]*

May 23, 1946

Mr. Richard W. Smith
Federal Bureau of Investigation
United States Department of Justice
Post Office Box 2118
Detroit 31, Michigan

Dear Mr. Smith:

I am indeed pleased to advise you that you have been recommended for promotion from the position of Special Agent, Grade CAF 11, \$4520 per annum to the position of Special Agent, Grade CAF 12, \$5180 per annum. This promotion is being made effective July 1, 1946, due to the unavailability of funds for the remainder of the present fiscal year.

Sincerely yours,

10 MAY 29 1946
10 MAY 29 1946

John Edgar Hoover
Director

cc: SAC, Detroit
CCO, Selective Service
[Redacted] (EOD 7-8-40 Clerk
[Redacted] 9-8-41 Agent)

67-144950-103
Searched.....
Numbered.....
Filed.....
3 MAY 24 1946
FEDERAL BUREAU OF INVESTIGATION

b6
b7C

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

[Large handwritten signature]

V.

HR

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION

JUN 3 1946

TELETYPE

3
[Handwritten signature]

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Jones	
Mr. Mumford	
Mr. Quinn	
Mr. Nease	
Miss Gandy	

FBI DETROIT

6-3-46

5-15 PM EST

DLS

DIRECTOR

ROUTINE

RICHARD W. SMITH, SA. SELECTIVE SERVICE ORDER NO. THREE ONE FIVE FOUR
LOCAL DRAFT BOARD NUMBER THIRTEEN, DISTRICT OF COLUMBIA THIS DATE
RECEIVED ORDER TO REPORT FOR PRE-INDUCTION PHYSICAL EXAM JUNE SEVEN
AT D.C. SS. HDGTS. ARRANGEMENTS MADE TO TRANSFER EXAMINATION TO DET-
ROIT, MICHIGAN.

GUERIN

ACK AND HOLD

5-15 PM OK FBI WASH DC WJR

RECORDED

67-144930-109

Searched
Numbered
FILED

1 JUN 12 1946

FEDERAL BUREAU OF INVESTIGATION

ANNUAL
REPORT OF
EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL: (X)
REGULAR (X) SPECIAL
PROBATIONAL or TRIAL PERIOD ()

As of March 31, 1946 based on performance during period from April 1, 1945 to March 31, 1946

RICHARD W. SMITH
(Name of employee)

Special Agent

CAF-11

\$4520

(Title of position, service, and grade)

FBI, Detroit, Michigan

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning ☐ All others ☒
✓ if adequate		
- if weak		
+ if outstanding		

- _____ (1) Maintenance of equipment, tools, instruments.
- _____ (2) Mechanical skill.
- ✓ (3) Skill in the application of techniques and procedures.
- _____ (4) Presentability of work (appropriateness of arrangement and appearance of work).
- ± (5) Attention to broad phases of assignments.
- ✓ (6) Attention to pertinent detail.
- _____ (7) Accuracy of operations.
- ± (8) Accuracy of final results.
- ± (9) Accuracy of judgments or decisions.
- ± (10) Effectiveness in presenting ideas or facts.
- ± (11) Industry.
- ± (12) Rate of progress on or completion of assignments.
- ± (13) Amount of acceptable work produced. (Is mark based on production records? _____) (Yes or no)
- ± (14) Ability to organize his work.
- ± (15) Effectiveness in meeting and dealing with others.
- ± (16) Cooperativeness.
- ± (17) Initiative.
- ± (18) Resourcefulness.
- ± (19) Dependability.
- ± (20) Physical fitness for the work.

- _____ (21) Effectiveness in planning broad programs.
- _____ (22) Effectiveness in adapting the work program to broader or related programs.
- _____ (23) Effectiveness in devising procedures.
- _____ (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
- _____ (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
- _____ (26) Effectiveness in instructing, training, and developing subordinates in the work.
- _____ (27) Effectiveness in promoting high working morale.
- _____ (28) Effectiveness in determining space, personnel, and equipment needs.
- _____ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
- _____ (30) Ability to make decisions.
- _____ (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- ✓ (A) Ability to direct and lead a group of agents on raids and dangerous assignments.
- ✓ (B) Capability for additional responsibility.
- _____ (C) _____

STANDARD

Deviations must be explained on reverse side of this form

- Plus marks on all underlined elements, and no minus marks.
- Plus marks on at least half of the underlined elements, and no minus marks.
- Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks.
- Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks.
- Minus marks on at least half of the underlined elements.

Adjective rating
Excellent
Very good
Good
Fair
Unsatisfactory

Rating official EXCELLENT
aws

Reviewing official _____

Rated by R. A. GUERIN Special Agent in Charge March 31, 1946
(Signature of rating official) (Title) (Date)
Reviewed by _____ Federal Bureau of Investigation APR 1 1946
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee _____ Report to employee _____
(Date) (Adjective rating)

RICHARD W. SMITH
Special Agent
Annual Efficiency Report

Agent Smith presents a very good, clean-cut personal appearance. He is consistently well-groomed, always attired neatly and possesses a friendly personality. He is well liked by his fellow agents and will go out of his way to cooperate and assist in matters that need attention. His personality is such that he meets others with ease and is considered a good contact man among law enforcement officials. He is a good conversationalist and seems to have his feet on the ground.

During the pertinent period he has handled Selective Service and deserter harboring cases for approximately six months and was assigned to assisting in the operation of the highly technical surveillance maintained by this office for a period of three months, and is presently assigned to the investigation of communist matters.

He has shown an average amount of initiative, resourcefulness and force. He approaches his cases with enthusiasm and sincerity and he is not lacking in industry. He performs an above-average amount of work. His investigations are thorough and complete and he has exercised good common sense, judgment and discretion in the handling of his investigations. His reports are well written and are very good as to form and content, requiring less than average supervision. He has exhibited attentiveness to detail. He accepts responsibility and can discharge the same with less than average supervision.

He appears to be in good physical condition and capable of carrying out Bureau assignments. He is the type of agent who seeks suggestions, accepts criticisms and applies himself well. During the recent Bureau inspection of the office he received a grade of 94 in his written examination and a composite rating of 1.2 in his dictation, the stenographers commenting that he dictates with good speed in a clear and concise form, that his work is well prepared; however, that he has a habit of making a number of inserts while dictating. He operates an automobile well.

He has a manner and bearing which would enable him to testify in a satisfactory manner. His firearms record is average. He is well versed in all Bureau firearms and I would not hesitate to use him on dangerous assignments. He has operated on physical surveillances and has used good judgment on the same.

He has not had the opportunity to demonstrate nor has he indicated any supervisory or administrative ability. His progress has been good and I am rating him as EXCELLENT.

RICHARD W. SMITH
Special Agent
Special Efficiency Report

The following special efficiency report is being submitted at Bureau request.

Agent Smith presents a very good appearance, dresses neatly and conservatively and possesses a very likable personality. He has shown enthusiasm and initiative in his work and has applied himself well. He is very cooperative and willing.

Since his arrival in this office on April 7, 1945, he has handled Selective Service, Deserter Harboring and Communist investigations. His reports are well prepared and they have reflected very good investigative efforts, he paying particular attention to details. They have required less than average supervision and correction.

over
per
During the last three months he has been assigned exclusively to assisting in the operation of the highly technical surveillance maintained by this office. He has taken an interest in this work, resulting in excellent coverage and a good selection of material. He is in good physical condition and possesses sufficient agility and stamina to be used on strenuous assignments. He performs an average amount of work. His firearms record is a little better-than-average and I would not hesitate to utilize him on dangerous assignments.

During the recent Bureau inspection in this office Agent Smith received a grade of 94 on his written examination and a composite rating of 1.2 from the stenographers on his dictation, they commenting that he has a habit of making inserts and corrections.

Agent Smith is effective in the handling of both law enforcement and business contacts. He has not had the opportunity to indicate nor has he demonstrated any supervisory or administrative ability. I consider his progress VERY GOOD and he is being rated as such.

*copy 17-6180
2/1/46*

*only 1 B sent
Answers in
annual
J*

87-	
Routed.....	Recorded.....
Searched.....	Checked.....
106 FEB 1946	

[Signature]

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR () SPECIAL { X }
PROBATIONAL or TRIAL PERIOD

As of February 19, 1946 based on performance during period from June 16, 1945 to February 19, 1946

RICHARD W. SMITH Special Agent CAF-11 \$4520
(Name of employee) (Title of position, service, and grade)

FBI, Detroit, Michigan
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE ✓ if adequate — if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning ☐ All others ☐
---	---	--

- | | |
|---|---|
| ----- (1) Maintenance of equipment, tools, instruments. | ----- (21) Effectiveness in planning broad programs. |
| ----- (2) Mechanical skill. | ----- (22) Effectiveness in adapting the work program to broader or related programs. |
| ----- (3) Skill in the application of techniques and procedures. | ----- (23) Effectiveness in devising procedures. |
| ----- (4) Presentability of work (appropriateness of arrangement and appearance of work). | ----- (24) Effectiveness in laying out work and establishing standards of performance for subordinates. |
| ----- (5) Attention to broad phases of assignments. | ----- (25) Effectiveness in directing, reviewing, and checking the work of subordinates. |
| ----- (6) Attention to pertinent detail. | ----- (26) Effectiveness in instructing, training, and developing subordinates in the work. |
| ----- (7) Accuracy of operations. | ----- (27) Effectiveness in promoting high working morale. |
| ----- (8) Accuracy of final results. | ----- (28) Effectiveness in determining space, personnel, and equipment needs. |
| ----- (9) Accuracy of judgments or decisions. | ----- (29) Effectiveness in setting and obtaining adherence to time limits and deadlines. |
| ----- (10) Effectiveness in presenting ideas or facts. | ----- (30) Ability to make decisions. |
| ----- (11) Industry. | ----- (31) Effectiveness in delegating clearly defined authority to act. |
| ----- (12) Rate of progress on or completion of assignments. | |
| ----- (13) Amount of acceptable work produced. (Is mark based on production records? (Yes or no)) | |
| ----- (14) Ability to organize his work. | |
| ----- (15) Effectiveness in meeting and dealing with others. | |
| ----- (16) Cooperativeness. | |
| ----- (17) Initiative. | |
| ----- (18) Resourcefulness. | |
| ----- (19) Dependability. | |
| ----- (20) Physical fitness for the work. | |

STATE ANY OTHER ELEMENTS CONSIDERED

- (A) _____
(B) _____
(C) _____

STANDARD Deviations must be explained on reverse side of this form	Adjective rating	Adjective rating
Plus marks on all underlined elements, and no minus marks.	Excellent	Rating official <u>VERY GOOD</u> <i>RWS</i>
Plus marks on at least half of the underlined elements, and no minus marks.	Very good	
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks.	Good	Reviewing official _____
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks.	Fair	
Minus marks on at least half of the underlined elements.	Unsatisfactory	

Rated by [Signature] Special Agent in Charge February 19, 1946
(Signature of rating official) (Title) (Date)

Reviewed by _____
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee _____ Report to employee _____
(Date) (Adjective rating)

February 13, 1946

~~PERSONAL AND CONFIDENTIAL~~

Special Agent in Charge

DETROIT

Re: Richard W. Smith
Special Agent

Mr. Tolson_____

Mr. E.A. Tamm_____

Mr. Clegg_____Dear Sir:

Mr. Coffey_____

Mr. Glavin_____ You are instructed to submit a special efficiency

Mr. Ladd_____ report relative to the above-named Special Agent. This report

Mr. Nichols should be submitted immediately.

Mr. Rosen_____

Mr. Tracy_____

Very truly yours,

COMMUNICATIONS SECTION

Mr. Harbo_____

Mr. Hendon_____ MAILED 1

Mr. McGuire_____

Mr. Mumford_____

Mr. Piper_____

Mr. Quinn Tamm_____

Mr. Nease_____

Miss Gandy_____

John Edgar Hoover
Director

37-NO1 4.11.1946

858

June 10, 1946

Mr. J. A. Gallagher
Chairman
Local Board Number 13
Selective Service System
1124 Vermont Avenue, N. W.
Washington, D. C.

RE: RICHARD WARREN SMITH
Order Number 3154

Dear Mr. Gallagher:

Reference is made to the Selective Service case of the above-named employee, who is registered with your Board. There is enclosed herewith for the consideration of your Board D.S.S. Form 42-A (Special-Revised) covering the Agency Committee's request for occupational deferment for Mr. Smith.

I would appreciate having this form made a part of the file of the above-named registrant and request your consideration of the same when you determine his classification. Should you want any additional information, do not hesitate to call upon me. I shall keep you promptly advised of any change in the occupational status of this registrant.

For your information Mr. Smith is married and has no children.

Sincerely yours,

John Edgar Hoover JUN 12 1946
Director
FEDERAL BUREAU OF INVESTIGATION

Enclosure

CC: Review Committee
CC: SAC, Detroit

WRO:hw

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Federal Bureau of Investigation, U. S. Department of Justice

906 Federal Building

Detroit

Michigan

See attachment

RICHARD WARREN SMITH

3156

July 27, 1918

13

Washington, D. C.

Special Agent

See attachment

July 8, 1940

September 8, 1941

annual
XXXXX

\$5180.00

40

Clark, Federal Bureau of Investigation, Washington, D. C.

B.S. degree, Bradley Polytechnic Institute, Peoria, Illinois;
attended Georgetown Law School, Washington, D. C.

J. Edgar Hoover

June 10, 1946

Director

FBI Headquarters, U. S. Department of Justice Building, Washington, D. C.

AUTHORIZED
FOR EXAMINATION REQUEST
U. S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE BUILDING
WASHINGTON, D. C.

6-10-46

Date

Clyde A. Tolson, Chairman

FEDERAL BUREAU OF INVESTIGATION
DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION

JUN 21 1946

TELETYPE

3
John

- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

FBI DETROIT

6-21-46

2-40 PM EST

~~DIRECTOR~~ - ROUTINE

RICHARD WARREN SMITH, SPECIAL AGENT, SS ORDER NUMBER THREE ONE FIVE
FOUR, LDB THIRTEENTH, WASHINGTON D.C. PASSED PRE-INDUCTION PHYSICAL
EXAMINATION DETROIT THIS DATE

8 JUL 10 1946
RECORDED
GUERIN

67-144930-1015

Searched	_____
Number	19
Filed	19
1 JUN 26 1946	
FEDERAL BUREAU OF INVESTIGATION	

3
John

END 2-40 PM OK FBI WASH DC HHM

0
from seat
6/10/46
Wing

CLASSIFICATION OFFICE

App. Not Req.

Local Board No. 12
District of Columbia 001
JUL 11 1946 013
1124 Vermont Avenue, N. W.
Washington 5, D. C.

(Local Board Date Stamp With Code)

Federal Bureau of Investigation,
U.S. Department of Justice Bldg.,
Washington, 25, D.C.



4 JUL 1946

67-144950-107

Searched
Numbered 6

Filed
(Date of mailing of Notice of Classification to Registrant)

FEDERAL BUREAU OF INVESTIGATION

You are advised that--

RICHARD

(First name)

WARREN

(Middle name)

SMITH

(Last name)

Order No. 3154 has been classified in Class II-A

until 12/10/46, 19
(Insert date for Class II-A and II-B only)

by ☒ Local Board. *waived*
☐ Board of Appeal (by vote of 1/13/46 to).
☐ President.

DSS Form 59
(Revised 12-10-43)

(See other side)

(Member or clerk of local board)

16-37588-2

3
James A. Hughes

Appeal Procedure

Any person entitled to do so may take an appeal to the board of appeal within 10 days after the above date of mailing of Notice of Classification to registrant in either of the following ways:

- (1) By filing with the local board a written notice of appeal. Such notice need not be in any particular form but must state the name of the registrant and the name and identity of the person appealing so as to show the right of appeal.
- (2) By signing the "Appeal to Board of Appeal" on the Selective Service Questionnaire (Form 40).

The person appealing may attach to his notice of appeal or to the Selective Service Questionnaire (Form 40) a statement specifying the respects in which he believes the local board erred, may direct attention to any information in the registrant's file which he believes the local board has failed to consider or give sufficient weight, and may set out in full any information which was offered to the local board and which the local board failed or refused to include in the registrant's file.

Appeal to the President from classification by the board of appeal may be taken at any time within 10 days after the date of mailing of notice to registrant, provided the registrant was classified by the board of appeal in either Class I-A, Class I-A-O, or Class IV-E and one or more members of the board of appeal dissented from such classification. Otherwise, the decision of the board of appeal is final except when an appeal is taken to the President either by the State Director of Selective Service or the Director of Selective Service on the ground that he deems it to be in the national interest or necessary to avoid an injustice.

Office Memorandum • UNITED STATES GOVERNMENT

H:djb

TO : CLYDE A. TOLSON

FROM : H. H. CLEGG

SUBJECT:

DATE: September 9, 1944

SPECIAL AGENT RICHARD W. SMITH
IN-SERVICE TRAINING COURSE
FROM 8/21/44 TO 9/2/44
EOD - 9/8/41
GRADE - CAF - 11
SALARY - \$3800
ASSIGNED TO - Newark

PUBLIC SPEAKING AND TESTIFYING IN COURT
(Based on 5-minute speech and interrogation.)

APPEARANCE: Good
DELIVERY: Good
SUBJECT MATTER: Good
APPRAISAL OF QUALIFICATIONS:

A. Bureau Speaker

1. Fully qualified
2. Potential ability XX
3. Not qualified

B. Police Instructor

1. Fully qualified
2. Potential ability
3. Not qualified XX

C. Ability under cross examination

Good

REMARKS:

AUDITOR:

Mr. G. H. Treadwell

PHYSICAL EXAMINATION AFFORDED: No

GRADES ATTAINED:

NOTEBOOK - Very Good
WRITTEN EXAMINATION - 100

HIP SHOOTING - 98
PRACTICAL PISTOL COURSE - 90
SHOTGUN - 100
.30 RIFLE - 93
MACHINE GUN - 90
GENERAL FIREARMS ABILITY - Very Good

TECHNICAL EQUIPMENT QUALIFICATIONS:

Good

REMARKS: Interviewing official - Mr. J. S. Rogers

Smith has been with the Bureau four years and has been an Agent for three years. For the past two years he has been assigned to the Newark Office, and during that time has worked on practically every type of case. He was just recently assigned to the Communist Squad and feels he will enjoy working that type of case.

This Agent makes a very good appearance. He has a very good personality and seems to have matured considerably since he was in New Agents' Class. He seems to be possessed of good judgment, is interested, and I think has prospects for further developments. He may possess some supervisory or executive ability. He had no problems or suggestions.

(31)

AM '44 OFF

DEPARTMENT OF JUSTICE
WASHINGTON 25, D. C.

Date: August 10, 1945

Name: MR. RICHARD W. SMITH

You are advised of the following action concerning your employment in the Department of Justice:

Nature of Action: PAY INCREASE (PERIODIC)

Effective: August 13, 1945

	FROM	TO
POSITION	Special Agent	
GRADE SALARY	CAF 11 \$4300	CAF 11 \$4520
BUREAU OR DIVISION		
HEADQUARTERS		
APPROPRIATION	S&E, FBI, (NAT. DEF.)	
DEPARTMENTAL OR FIELD	Field	

REMARKS:

Public Law 200, as amended 6-30-45.

Reallocated from CAF 10, \$3500 to CAF 11, \$3800, 2-1-44.

New appointees must take oath of office, enter on duty
and execute necessary appointment papers before any
payment of salary can be made.

By direction of the Attorney General.

b6
b7c

DEPARTMENT OF JUSTICE
WASHINGTON 25, D. C.

BI4763

Date: **August 10, 1945**

Name: **MR. RICHARD W. SMITH**

No. _____
CIVIL SERVICE OR
OTHER LEGAL AUTHORITY

Nature of Action: **PAY INCREASE (PERIODIC)**

Effective: **August 13, 1945**

	FROM	TO	NATURE OF POSITION
POSITION	Special Agent		(a) NEW
GRADE SALARY	CAP 12 \$4300	CAP 11 \$4200	P. C. No.
BUREAU OR DIVISION			(b) ADDTNL. IDENT. P. C. No.
HEADQUARTERS			(c) VICE P. C. No.
APPROPRIATION	DEPT. JUST., (NAT. DEF.)		
DEPARTMENTAL OR FIELD	FIELD		DATE OF OATH

REMARKS:

**Public Law 200, no. amended 6-30-45.
Reallocated from CAP 10, \$3500 to CAP 11, \$3800, 2-1-44.**

(BUREAU)

S. A. ANDRETTA

Federal Bureau of Investigation

United States Department of Justice

Detroit, Michigan
December 28, 1945

PERSONAL AND CONFIDENTIAL

Director, FBI

RE: RICHARD W. SMITH
SPECIAL AGENT

Dear Sir:

Reference is made to Bureau letter dated December 19, 1945, transmitting a Field Firearms and Scientific Training Record Card for Special Agent Richard W. Smith.

This is to advise that a check of the personnel file of Richard Warren Smith, assigned to this office, reflects a complete record of his firearms, as well as, scientific training scores.

It is also noted that the name on the card is Wendell. This card is being returned to the Bureau herewith.



Very truly yours,

R. A. GUERIN, SAC

RAG:VLW
Enclosure (1)

Detroit, Michigan
May 28 - 1946

PERSONAL AND
CONFIDENTIAL

Mr. J. Edgar Hoover
Director
Federal Bureau of Investigation
U. S. Department of Justice
Washington, D. C.

Dear Mr. Hoover:

Reference is made to your letter of
May 23, 1946, advising of my promotion from grade
CAF-11 to that of grade CAF-12, effective July 1,
1946.

I wish to extend my sincere appreciation
for your consideration in the granting of this pro-
motion.

Sincerely,

Richard W. Smith
RICHARD W. SMITH
Special Agent

67-

RECORDED

SEARCHED _____
NUMBERED _____
FILED _____

3 JUN 1946

FEDERAL BUREAU OF INVESTIGATION

84

DIRECTOR

FEDERAL BUREAU OF INVESTIGATION

14

md
del

Mr.
Miss
Mrs.

Date

August 9, 1948

See list attached

New appointment ☐

Transfer ☐

Promotion ☒

Separation ☐

PRESENT STATUS

1. Title:

2. Grade:

3. Salary:

4. Seat of Government:
Field: ☐

5. Division:

6. Appropriation:

PROPOSED ACTION

7. Title:

8. Grade:

9. Salary:

10. Seat of Government:
Field: ☐

11. Division:

12. Appropriation:

"Salaries and Expenses, FBI"
(National Defense)

13. Effective:

August 13, 1948

14. Position:

Additional: ☐
Vice:
Identical:

15. Remarks:

See attached list of Special Agents to be promoted under the Automatic Promotion Bill, Public Law 200.

Respectfully submitted,

CC-000, Selective Service

Director, Federal Bureau of Investigation

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECEIVED
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
AUG 13 1948

md

md
del

NAME

TITLE

DATE

b6
b7c

Special Agent

(Reallocated from CAF 10, \$3800 per annum to CAF 11, \$3800 per annum, effective February 1, 1944.)

CAF 11 \$4200
CAF 11 \$4200

Special Agent

(Reallocated from CAF 10, \$3800 per annum to CAF 11, \$3800 per annum, effective February 1, 1944.)

CAF 11 \$4200
CAF 11 \$4200

Special Agent

(Reallocated from CAF 10, \$3800 per annum to CAF 11, \$3800 per annum, effective February 1, 1944.)

CAF 11 \$4200
CAF 11 \$4200

Special Agent

(Reallocated from CAF 10, \$3800 per annum to CAF 11, \$3800 per annum, effective February 1, 1944.)

CAF 11 \$4200
CAF 11 \$4200

Special Agent

(Reallocated from CAF 10, \$3800 per annum to CAF 11, \$3800 per annum, effective February 1, 1944.)

CAF 11 \$4200
CAF 11 \$4200

Special Agent

(Reallocated from CAF 10, \$3800 per annum to CAF 11, \$3800 per annum, effective February 1, 1944.)

CAF 11 \$4200
CAF 11 \$4200

Special Agent

(Reallocated from CAF 10, \$3800 per annum to CAF 11, \$3800 per annum, effective February 1, 1944 and given a meritorious promotion to CAF 11, \$4000, effective June 1, 1945.)

CAF 11 \$4200
CAF 11 \$4000

Special Agent

(Reallocated from CAF 10, \$3800 per annum to CAF 11, \$3800 per annum, effective February 1, 1944.)

CAF 11 \$4200
CAF 11 \$4200

Special Agent

(Reallocated from CAF 10, \$3800 per annum to CAF 11, \$3800 per annum, effective February 1, 1944.)

CAF 11 \$4200
CAF 11 \$4200

Special Agent

(Reallocated from CAF 10, \$3800 per annum to CAF 11, \$3800 per annum, effective February 1, 1944.)

CAF 11 \$4200
CAF 11 \$4200

Special Agent

(Reallocated from CAF 10, \$3800 per annum to CAF 11, \$3800 per annum, effective February 1, 1944.)

CAF 11 \$4200
CAF 11 \$4200

Special Agent

(Reallocated from CAF 10, \$3500 per annum to CAF 11, \$3500 per annum, effective February 1, 1944.)

CAF 11 \$4200
CAF 11 \$4200

Special Agent

(Reallocated from CAF 10, \$3800 per annum to CAF 11, \$3800 per annum, effective February 1, 1944.)

CAF 11 \$4200
CAF 11 \$4200

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Harbo
Mohr
Winterrowd
Tele. Room
Miss Gandy

DEPARTMENT OF JUSTICE
NOTICE OF LEAVE WITHOUT PAYNo. **6931**M Richard E. SmithDate Aug. 17 19 45

Title

Grade and Salary

Division or Bureau FBIDepartment ☐

Appropriation

Field ☒ Agent

Beginning

Terminating C. O. B.

Indefinite []*

Remarks Deduct 3 hrs. on 8-11-45J. Edgar Hoover

*IMPORTANT:

This form to be used for reporting all leave without pay EXCEPT military.

Persons returning to duty subsequent to this report or from indefinite leave will not be restored to the pay roll until Form PR3a (LWOP) is submitted.

6. (Bureau)

LAH:CL

September 9, 1944

~~CONFIDENTIAL~~

JAC, Newark

RE: RICHARD W. SMITH
SPECIAL AGENT

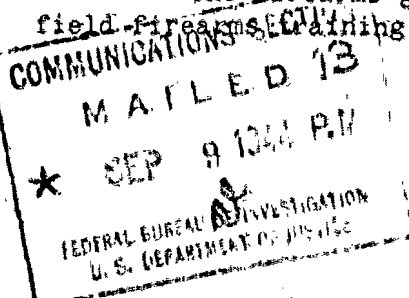
Dear Sir:

The above-named Special Agent attended an In-Service training course at the Seat of Government from August 21 to September 2, 1944.

He attained the following grades:

Notebook	Very Good
Written Examination	100
Technical Equipment Qualifications	Good
Hip Shooting	98
Practical Pistol Course	90
Shotgun	100
.30 Rifle	93
Machine Gun	90

The firearms grades should be entered on the individual field firearms training record card.



Very truly yours,

J. E. Hoover

John Edgar Hoover
Director

cc: Richard W. Smith
Newark

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

November 27, 1946

Mr. J. A. Gallagher
Chairman
Local Board Number 13
Selective Service System
1740 Massachusetts Avenue, N. W.
Washington, D. C.

RE: RICHARD WARREN SMITH
Order Number 3154

Dear Mr. Gallagher:

Reference is made to the Selective Service case of the above-named employee, who is registered with your Board.

In accordance with the provisions set out in Local Board Memorandum Number 115, as amended August 12, 1946, there is transmitted herewith for the consideration of your Board now D.S.S. Form 42-1 (Special-Revised) which has been certified by the Review Committee on Deferment of Government Employees. The attached form also reflects the added responsibility of the FBI in the Atomic Bomb project.

I would appreciate having this form made a part of the file of the above-named registrant and request your consideration of the same when you determine his classification. Should you want any additional information, do not hesitate to call upon me. I shall keep you promptly advised of any change in the occupational status of this registrant.

For your information Mr. Smith is married and has no children.

Sincerely yours,

John Edgar Hoover
Director

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Enclosure MAILED 15

CC: Review Committee P.M.

SAC-Detroit

WRG/lyw

SELECTIVE SERVICE SYSTEM

Bureau Budget No. 33-R058.2.
Approval expires Oct. 31, 1945.

AFFIDAVIT—OCCUPATIONAL CLASSIFICATION (Special—Revised)

(Submit in triplicate, plus any additional copies specified by certifying agency)

Name of company Federal Bureau of Investigation, U. S. Department of Justice

(Corporation, partnership, individual—if self-employed, so state)

Address at which
registrant is employed906 Federal Building

(Location of plant, office, or division where registrant works)

Detroit

(City)

Michigan

(State)

Description of the activities of this establishment See attachment.

Social Security Industrial Code

(If not known, call local U. S. E. S. office)

Name of registrant RICHARD WARREN SMITHSelective Service Order No. 3154 Date of birth July 29, 1918Local Board 13

(Number)

(County)

Washington, D. C.

(City)

(State)

Title of present job Special Agent

(State whether journeyman, apprentice, helper, certificated, licensed, professional engineer, etc.)

Describe duties actually performed. See attachment.

(Be specific—include name of machine or machine tool, process, materials, etc.)

Date employed July 8, 1940 Date entered present job September 8, 1941Average ~~weekly~~ ^{annual} rate of pay \$5905.20 Average hours worked per week 40Prior work experience Clerk, FBI, Washington, D. C.Educational background B.S. degree, Bradley Polytechnic Institute, Peoria, Illinois;
attended Georgetown Law School, Washington, D. C.

(Fill out if necessary to establish employee's qualifications for a particular job)

J. Edgar Hoover
(Name)

November 22, 1946
(Date)

Director
(Official position)

FBI Headquarters, U. S. Department of Justice Building, Washington, D. C.

Employer: Leave this section blank. Certifying Agency: Complete this section only if request is certified.

CERTIFYING AGENCY

(Name of agency authorized to certify)

(Agency code No.)

certified on _____ for a period of _____
(Date)

(Not to exceed 6 months)

Authorized Government Request Stamp must be entered
here for Federal Government employees only

GOVERNMENT REQUEST
U. S. DEPARTMENT OF JUSTICE
S.I. REGIONAL AGENCY COMMITTEE
DEPARTMENT OF JUSTICE BUILDING
WASHINGTON, D. C.

11/22/46

Clyde A. Tolson, Chairman

**LOCAL BOARD REPORT TO
DIRECTOR OF SELECTIVE SERVICE**

(LOCAL BOARD DATE STAMP WITH CODE)

This registrant has been classified in

Class _____ until _____

(Member or clerk of local board)

DUPLICATE

09 10-33026-1

CLASSIFICATION ADVICE

App. Not Req.



Local Board No. 13 34
District of Columbia 001

January 27, 1947
300 - 21st St. N.W. 013
Washington, 6, D.C.

(Local Board Date Stamp With Code)

Federal Bureau of Investigation,
Department of Justice Bldg.,
Washington, 25, D.C.

January 27, 1947

(Date of mailing of Notice of Classification to Registrant)

You are advised that--

RICHARD
(First name)

WARREN
(Middle name)

SMITH
(Last name)

Order No. 3154 has been classified in Class 2-A Cont'd

until 2/25/47 19
(Insert date for Class II-A and II-B only)

by ☒ Local Board:

☐ Board of Appeal (If vote by _____ to _____).

☐ President.

DSS Form 59
(Revised 12-10-43)

(See other side)

67-144958-109

Searched _____
Numbered _____
Filed _____

3 JAN 30 1947

Marcello A. [Signature]
(Member or clerk of local board)

Appeal Procedure

Any person entitled to do so may take an appeal to the board of appeal within 10 days after the above date of mailing of Notice of Classification to registrant in either of the following ways:

- (1) By filing with the local board a written notice of appeal. Such notice need not be in any particular form but must state the name of the registrant and the name and identity of the person appealing so as to show the right of appeal.
- (2) By signing the "Appeal to Board of Appeal" on the Selective Service Questionnaire (Form 40).

The person appealing may attach to his notice of appeal or to the Selective Service Questionnaire (Form 40) a statement specifying the respects in which he believes the local board erred, may direct attention to any information in the registrant's file which he believes the local board has failed to consider or give sufficient weight, and may set out in full any information which was offered to the local board and which the local board failed or refused to include in the registrant's file.

Appeal to the President from classification by the board of appeal may be taken at any time within 10 days after the date of mailing of notice to registrant, provided the registrant was classified by the board of appeal in either Class I-A, Class I-A-O, or Class IV-E and one or more members of the board of appeal dissented from such classification. Otherwise, the decision of the board of appeal is final except when an appeal is taken to the President either by the State Director of Selective Service or the Director of Selective Service on the ground that he deems it to be in the national interest or necessary to avoid an injustice.

WED 06 MAR

REF ID: A6301

AFFIDAVIT

STRIKING AGAINST THE FEDERAL GOVERNMENT

Department of Justice
(Dept. or Estab.)

Federal Bureau of Investigation
(Bureau or Office)

Detroit, Michigan
(Place of Employment)

I, Richard W. Smith, do hereby swear (or affirm) that I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not while a Government employee become a member of such an organization.

Richard W. Smith
(Signature of employee or appointee)

Subscribed and sworn to before me this 18th day of July, 19 46
at Detroit, State of Michigan.

Mary E. New Greenwalt
(Signature of Officer)

Notary Public

(Title)

[SEAL]

(Not needed where none available)

My Commission expires 6/18/49

NOTE: Any officer or employee of a department or establishment who is designated in writing by the head thereof to administer oaths in connection with employment as required by law is authorized to administer the affidavit required incidental to the foregoing and such affidavit must be administered without charge or fee and has the same force and effect as affidavits administered by officers having seals.

STATUTORY PENALTY CLAUSE: "Any person who engages in a strike against the Government of the United States, or who is a member of an organization of Government employees that asserts the right to strike against the Government of the United States ***and accepts employment the salary or wages for which are paid from any appropriation contained in this Act shall be guilty of a felony and, upon conviction, shall be fined not more than \$1,000 or imprisoned for not more than one year, or both: Provided further, that the above penalty clause shall be in addition to, and not in substitution for, any other provision of existing law."

0 JAN 30 1947

67-NOT RECORDED 5

FILE
WRG
ec
70
PRE

DEPARTMENT OF JUSTICE

WASHINGTON 25, D. C.

July 2, 1946.

CIRCULAR NO. 3959

TO ALL EMPLOYEES:

Subject: Affidavit regarding membership in organizations which assert the right to strike against the Government.

Appropriation bills for the fiscal year 1947 provide that no part of the appropriation shall be used to pay the salary or wages of any person who engages in a strike against the Government of the United States or who is a member of an organization of Government employees that asserts the right to strike against the Government of the United States. It is provided that for the purpose of this legislation an affidavit shall be considered prima facie evidence that the person making the affidavit has not contrary to the provisions of this law engaged in a strike against the Government of the United States and is not a member of an organization of Government employees that asserts the right to strike against the Government of the United States.

All employees must execute the affidavit on the other side of this circular. When you have signed the affidavit it should be returned promptly to your immediate supervisor who will forward it through regular channels (for noting against payroll records) to the Administrative Assistant to the Attorney General.

Certifying Officers shall not release salary checks until this affidavit has been prepared and forwarded.



S. A. ANDRETTA
Administrative Assistant
to the Attorney General

December 3, 1946

CONFIDENTIAL

SAC, Detroit

RE: RICHARD SMITH
SPECIAL AGENT

Dear Sir;

The above-named Special Agent attended an In-Service training course at the Seat of Government from November 18 to November 29, 1946.

He attained the following grades:

Notebook	Very Good
Examination	93
Hip Shooting	93
Practical Pistol Course	91
Shotgun (Skeet Course)	8/25
.30 Rifle	78
Machine Gun	90

The firearms grades should be entered on the individual field firearms training record card.

Very truly yours,

John Edgar Hoover
Director

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

HLS:dcs

cc: SA Richard Smith
Detroit

February 10, 1947

Mr. J. A. Gallagher
Chairman
Local Board Number 13
Selective Service System
300 21st Street, N. W.
Washington, D. C.

RE: RICHARD WARREN SMITH
Order Number 3154

Dear Mr. Gallagher:

Reference is made to the Selective Service case of the above-named employee, who is registered with your Board.

In accordance with the provisions set out in Local Board Memorandum Number 115, as amended August 12, 1946, there is transmitted herewith for the consideration of your Board new D.S.S. Form 42-A (Special-Revised) which has been certified by the Review Committee on Deferment of Government Employees. The attached form reflects the added responsibility of the FBI in the Atomic Bomb project.

I would appreciate having this form made a part of the file of the above-named registrant and request your consideration of the same when you determine his classification. Should you want any additional information, do not hesitate to call upon me. I shall keep you promptly advised of any change in the occupational status of this registrant.

For your information Mr. Smith is married and has no children.

Sincerely yours,

6 FEB 19 1947

John Edgar Hoover
Director

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Enclosure

CC: Review Committee

SAC-Detroit

WRG/lvw

SELECTIVE SERVICE SYSTEM

Bureau Budget No. 33-R058.2.
Approval expires Oct. 31, 1945.

AFFIDAVIT—OCCUPATIONAL CLASSIFICATION (Special—Revised)

(Submit in triplicate, plus any additional copies specified by certifying agency)

Name of company Federal Bureau of Investigation, U. S. Department of Justice

(Corporation, partnership, individual—if self-employed, so state)

Address at which
registrant is employed 906 Federal Building

(Location of plant, office, or division where registrant works)

Detroit

(City)

Michigan

(State)

Description of the activities of this establishment See attachment

Social Security Industrial Code _____

(If not known, call local U. S. E. S. office)

Name of registrant RICHARD WARREN SMITHSelective Service Order No. 3154Date of birth July 29, 1918Local Board 13

(Number)

Washington, D. C.

(County)

(City)

(State)

Title of present job Special Agent

(State whether journeyman, apprentice, helper, certificated, licensed, professional engineer, etc.)

Describe duties actually performed See attachment

(Be specific—include name of machine or machine tool, process, materials, etc.)

Date employed July 8, 1940Date entered present job September 8, 1941Average ~~yearly~~ ^{annual} rate of pay \$5905.20Average hours worked per week 40Prior work experience Clerk, FBI, Washington, D. C.Educational background B.S. degree, Bradley Polytechnic Institute, Peoria, Illinois;
attended Georgetown Law School, Washington, D. C.

(Fill out if necessary to establish employee's qualifications for a particular job)

*file copy chur**V. leg*

J. Edgar Hoover
(Name)

January 28, 1947
(Date)

Director

(Official position)

FBI Headquarters, U. S. Department of Justice Building, Washington, D. C.

Employer: Leave this section blank. Certifying Agency: Complete this section only if request is certified.

CERTIFYING AGENCY

(Name of agency authorized to certify)

(Agency code No.)

certified on _____ for a period of _____
(Date) (Not to exceed 6 months)

Authorized Government Request must be entered here for Federal Government Employees only.
AUTHORIZED GOVERNMENT REQUEST
U. S. DEPARTMENT OF JUSTICE F.B.I. REGIONAL AGENCY COMMITTEE U. S. DEPARTMENT OF JUSTICE BUILDING WASHINGTON, D. C.
1-28-47
Date Clyde A. Tolson, Chairman

LOCAL BOARD REPORT TO DIRECTOR OF SELECTIVE SERVICE

(LOCAL BOARD DATE STAMP WITH CODE)

This registrant has been classified in

Class _____ until _____

(Member or clerk of local board)

DUPLICATE

09 16-38026-1

RICHARD W. SMITH

SPECIAL AGENT

ENTERED ON DUTY:

SEPTEMBER 8, 1941

SALARY:

\$5905.20

OFFICES OF PREFERENCE:

(1) Springfield (2) Milwaukee

SAC COMMENTS: Agent SMITH presents a very good clean-cut personal appearance. He is always well groomed and neatly dressed. He has a friendly pleasing personality and gets along well with his fellow agents. He is a good worker and has displayed an average amount of aggressiveness and force and initiative.

During the past year he has been assigned to handling cases in the Internal Security (C) classification, particularly cases involving the Socialist Workers Party and the Workers Party.

He is well abreast of the situation within this field division and has maintained good contacts and sources of information. His reports reflect good investigative effort and technique and require an average amount of supervision and correction.

He can accept responsibility and discharge the same with an average amount of supervision. His volume of work is average. Status, GOOD.

Self-Inspection Report
Detroit Office
SAC H. T. O'Connor
January 6, 1947

9 FEB 21 1947

33
NOT RECORDED 8

CLASSIFICATION AD

App. Not Req.



Local Board No. 13 34
 District of Columbia 001
 March 7, 1947
 300 - 21st St. N.W. 007
 Washington, 6, D.C.

(Local Board Date Stamp With Code)

U.S. Department of Justice Bldg.,
 Washington, D.C.

March 7, 1947

(Date of mailing of Notice of Classification to Registrant)

FBI Headquarters,
 Attention: Mr. J. Edgar Hoover, Director

You are advised that--

RICHARD

(First name)

WARREN

(Middle name)

SMITH

(Last name)

Order No. 3154 has been classified in Class II-A, con'td

until May 4, 1947 19
 (Insert date for Class II-A and II-B only)

by ☒ Local Board

☐ Board of Appeal (by vote of 3/10/47 6 to)

☐ President.

DSS Form 59
 (Revised 12-10-43)

MAR 15 1947
 RECORDED

87-144950-111

Searched ☒
 Numbered ☒
 Filed ☒

Marcella Hallton
 (Member or clerk of local board)

(See other side)

Appeal Procedure

Any person entitled to do so may take an appeal to the board of appeal within 10 days after the above date of mailing of Notice of Classification to registrant in either of the following ways:

- (1) By filing with the local board a written notice of appeal. Such notice need not be in any particular form but must state the name of the registrant and the name and identity of the person appealing so as to show the right of appeal.
- (2) By signing the "Appeal to Board of Appeal" on the Selective Service Questionnaire (Form 40).

The person appealing may attach to his notice of appeal or to the Selective Service Questionnaire (Form 40) a statement specifying the respects in which he believes the local board erred, may direct attention to any information in the registrant's file which he believes the local board has failed to consider or give sufficient weight, and may set out in full any information which was offered to the local board and which the local board failed or refused to include in the registrant's file.

Appeal to the President from classification by the board of appeal may be taken at any time within 10 days after the date of mailing of notice to registrant, provided the registrant was classified by the board of appeal in either Class I-A, Class I-A-O, or Class IV-E and one or more members of the board of appeal dissented from such classification. Otherwise, the decision of the board of appeal is final except when an appeal is taken to the President either by the State Director of Selective Service or the Director of Selective Service on the ground that he deems it to be in the national interest or necessary to avoid an injustice.

HTO:LMR

DICTATION ABILITY OF AGENTS

SMITH, RICHARD W.

During the course of the inspection the stenographers of the Detroit Field Division were canvassed for their opinions of the dictation ability of the Agents from whom they take dictation. The following tabulation resulted:

<u>Rating</u>	<u>Agent's Name</u>	<u>Number of Stenographers Rating</u>
Excellent		8
"		8
"		7
"		10
"		10
"		8
"		7
"		8
"		6
"		8
"		11
"		5
"		10
"		2
"		9
"		9
"		10
"		8
"		1
"		5
"		5
"		4
"		5
"		6
"		7
"		4
"		9
"		3
"		2

b6
b7c

Self-Inspection Report
Detroit Office
SAC H. T. O'Connor
January 14, 1947

9 MAR 13 1947

32

Dictation Ability of Agents -- 2

Rating

Agent's Name

Number of
Stenographers
Rating

Excellent^{cf}

77
 78
 79
 80
 81
 82
 83
 84
 85
 86
 87
 88
 89
 90

SMITH, Richard W.

Very Good

28
 27
 26
 25
 24
 23
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 19
 18
 17
 16
 15
 14
 13
 12
 11
 10
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 8
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 3
 2
 1

3

5

1

2

7

2

1

70

①

90

73

49

90

人
人

1

6

3

4

8

7

68

6

21

7

Dictation Ability of Agents -- 3

Rating

Agent's Name

Number of
Stenographers
Rating

Good

"

"

"

"

No Rating

"

"

"

"

"

"

"

"

"

9

6

6

3

1

b6
b7C

OFFICE OF TEMPORARY CONTROLS
OFFICE OF WAR MOBILIZATION AND RECONVERSION
WASHINGTON, D.C.

b6
b7C

FEBRUARY 4, 1947

Mr. Clyde A. Tolson
Chairman Committee on
Deferment of Government Employees
Federal Bureau of Investigation
Department of Justice
Washington, D.C.

Dear Mr. Tolson:

Deferment requests have been approved for the
following FBI employees:

[REDACTED]
SMITH, RICHARD, [REDACTED]

Their D.S.S. Form 42 A (Special Revised are returned herewith.

Sincerely,

Harold Stein
Chairman, Review Committee on
Deferment of Government Employees

Re: Richard W. Smith
Special Agent
Annual Efficiency Report

Agent Smith presents a very good personal appearance, he dresses neatly and is consistently well groomed. He has a friendly and winning manner about him and obtains very good results from his contacts with law enforcement officials and the business profession. He is a good conversationalist.

During the pertinent period he has been assigned to cases in the Security Matter classifications. He has had the responsibility of following the Socialist Workers Party and the Workers Party file in this division. He has approached this work with enthusiasm and interest, resulting in this office obtaining good coverage. He performs an average amount of work.

He has also had the responsibility of handling a number of confidential national defense informants within this division and has used good judgment in these contacts.

He dictates in a clear and precise manner and is rated by the stenographers as an above average dictator. His firearms records is a little above average and I would not hesitate to use him on dangerous assignments. During the pertinent period he has not had an opportunity to testify; however, he has the manner and bearing which enable him to testify in a creditable manner. He drives an automobile well. He accepts responsibility and his reports are well written, requiring average supervision and correction.

He has not had the opportunity to demonstrate, nor has he indicated, any supervisory or administrative ability. He is rated good in grade, CAF 12.

3 APR 28 1947
RECORDED

67-144730-112
Searched.....
Numbered.....
Filed.....
4 APR 25 1947
FEDERAL BUREAU OF INVESTIGATION

ANNUAL
REPORT OF
EFFICIENCY RATING

Form approved.
Budget Bureau No. 50-R012.3.

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR (XX) SPECIAL ()
PROBATIONAL ()

As of 3/31/47 based on performance during period from 4/1/46 to 3/31/47

Richard W. Smith

Special Agent

CAF 12

\$5,905.20

(Name of employee)

(Title of position, service, and grade)

Federal Bureau of Investigation - Detroit Field Division

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE ✓ if adequate - if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning ☐ All others ☒
---	---	---

- _____ (1) Maintenance of equipment, tools, instruments.
_____ (2) Mechanical skill.
✓ (3) Skill in the application of techniques and procedures.
_____ (4) Presentability of work (appropriateness of arrangement and appearance of work).
✓ (5) Attention to broad phases of assignments.
✓ (6) Attention to pertinent detail.
_____ (7) Accuracy of operations.
✓ (8) Accuracy of final results.
✓ (9) Accuracy of judgments or decisions.
✓ (10) Effectiveness in presenting ideas or facts.
✓ (11) Industry.
✓ (12) Rate of progress on or completion of assignments.
✓ (13) Amount of acceptable work produced. (Is mark based on production records? _____) (Yes or no)
✓ (14) Ability to organize his work.
+ (15) Effectiveness in meeting and dealing with others.
+ (16) Cooperativeness.
+ (17) Initiative.
+ (18) Resourcefulness.
+ (19) Dependability.
+ (20) Physical fitness for the work.

- _____ (21) Effectiveness in planning broad programs.
_____ (22) Effectiveness in adapting the work program to broader or related programs.
_____ (23) Effectiveness in devising procedures.
_____ (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
_____ (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
_____ (26) Effectiveness in instructing, training, and developing subordinates in the work.
_____ (27) Effectiveness in promoting high working morale.
_____ (28) Effectiveness in determining space, personnel, and equipment needs.
_____ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
_____ (30) Ability to make decisions.
_____ (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- ✓ (A) Ability to lead and direct a group of Agents on raids and dangerous assignments.
_____ (B) _____
✓ (C) Capability for additional responsibilities.

STANDARD

Deviations must be explained on reverse side of this form

Plus marks on all underlined elements, and check marks or better on all other elements rated.
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.
Minus marks on at least half of the underlined elements.

Adjective Rating

Excellent

Very Good

Good

Fair

Unsatisfactory

Adjective Rating

Rating official..

Good GWS

Reviewing official..

Supp/Plm

Rated by H. T. O'Connor, SAC
(Signature of rating official)

H. T. O'Connor, SAC

(Title)

Reviewed by [Signature]
(Signature of reviewing official)

Federal Bureau of Investigation
(Title)

3/31/47

(Date)

Apr 10 1947

(Date)

Rating approved by efficiency rating committee [Signature]
(Date)

Report to employee [Signature]
(Adjective rating)

MLB

mlb

December 18, 1947

Mr. Richard W. Smith
Federal Bureau of Investigation
Detroit, Michigan

Dear Mr. Smith:

In connection with the Uniform Promotion Act, I am indeed pleased to advise you that you have been recommended for promotion from \$5905.20 per annum to \$6144.60 per annum in Grade CAF 12, effective January 11, 1948.

Sincerely yours,

John Edgar Hoover
Director

11 JAN 2 1948

CC: SAC - Detroit

Movement Section

67-144950-113
Searched _____
Indexed _____
Filed _____
DEC 19 1947
RECEIVED

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b7c

COMMUNICATIONS SECTION
MAILED 3
★ DEC 13 1947 P.M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Mohr _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Gandy _____

mlb

✓ 113

U. S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

MR. RICHARD W. SMITH
MR. RICHARD W. SMITH
PERIODIC PAY INCREASE

Nature
of Action

Date

December 18, 1947

Personnel Action Number

F.B.I. - 8958 8988

Legal Authority

Effective : January 11, 1948

Position

Special Agent

TO

same

Grade

CAP 12

same

Salary

\$5905.20

\$6144.60

Division

and

Section

Headquarters

Appropriations

S & E, F.B.I.

S & E, F.B.I.

Departmental
or Field

Dept.

Field

Dept.

Field

NATURE OF POSITION

a. VICE

b. ADDITIONAL IDENTICAL

c. NEW

P. C. NO.

P. C. NO.

P. C. NO.

Date of Birth

Date of Oath

REMARKS

From. under the Auto. Prom. Bill, Public Law
#200 as amended 6-30-45. Prom. from CAP 11,
\$4520 to CAP 12, \$5180 eff. 7-1-46. ASI
\$5905.20 eff. 7-1-46.

DEC 22 1947

John L. Smith

61-851 1200

DEPARTMENT OF JUSTICE
NOTICE OF LEAVE WITHOUT PAYNo. 0 5636M. Richard W. SmithDate November 4, 19 47

Title

Grade and Salary

Division or Bureau **FBI**Department ☐

Appropriation

Field ☒ agent

Beginning

Terminating C. O. B.

Indefinite []*

Remarks **Deduct 8 hours on November 1, 1947.**J. Edgar Hoover***IMPORTANT:**

This form to be used for reporting all leave without pay EXCEPT military.

Persons returning to duty subsequent to this report or from indefinite leave will not be restored to the pay roll until Form PR3a (LWOP) is submitted.

NOV 29 1947

67-NOT RECORDED 4

October 29, 1947

Mr. Richard W. Smith
Federal Bureau of Investigation
Detroit, Michigan

Dear Mr. Smith:

I have been kept advised of your condition following your recent appendectomy, and I hope this note will find you feeling much better and resting comfortably.

I want you to know that it is my desire that you follow the advice of your physician and not attempt to return to your duties until he considers it advisable for you to do so.

Sincerely,

J. Edgar Hoover

RECEIVED DIRECTOR
U.S. DEPT. OF JUSTICE
OCT 29 1 44 PM '47
OCT 29 12 36 PM '47
OFFICE READING ROOM

COMMUNICATIONS SECTION
cc: SAC, Detroit
★ OCT 29 1947 P.M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Gandy

The above information was received from the Daily List of Absences.

DEPARTMENT OF JUSTICE
NOTICE OF LEAVE WITHOUT PAYNo. **0 4996**M **Richard W. Smith**Date **October 27,** 19**47**

Title

Grade and Salary

Division or Bureau **FBI**Department ☐

Appropriation

Field ☒ **ago**

Beginning

Terminating C. O. B.

Indefinite []*

Remarks **Deduct 8 hours on October 25, 1947.****J. Edgar Hoover*****IMPORTANT:**

This form to be used for reporting all leave without pay EXCEPT military.

Persons returning to duty subsequent to this report or from indefinite leave will not be restored to the pay roll until Form PR3a (LWOP) is submitted.

OCT 29 1947**97-NOT RECORDED 5***hms*
6. (Bureau)

DEPARTMENT OF JUSTICE
NOTICE OF LEAVE WITHOUT PAYNo. 0 4323M. Richard W. SmithDate October 20, 19 47

Title

Grade and Salary

Division or Bureau

FBIDepartment ☐

Appropriation

Field ☒ Agent

Beginning

Terminating C. O. B.

Indefinite []*

Remarks **Deduct 8 hours on October 18, 1947.**J. Edgar Hoover***IMPORTANT:**

This form to be used for reporting all leave without pay EXCEPT military.

Persons returning to duty subsequent to this report or from indefinite leave will not be restored to the pay roll until Form PR3a (LWOP) is submitted.

37-10000-15

/RICHARD W. SMITH

Position - Special Agent

EOD September 8, 1941

Salary CAF 12 — \$5905.20

Office of Preference - Springfield

Agents Examination - 90.5

SAC O'CONNOR

Agent Smith presents a very clean-cut, business-like appearance, is consistently well groomed and neatly dressed. He has a friendly personality and makes friends easily. He has displayed commendable initiative, aggressiveness and force. At the present time he has the responsibility of handling the splinter group and has approached his cases with vigor and enthusiasm, resulting in very good coverage in the same. He has exercised good judgment and has accepted responsibility and discharged the same efficiently. Rating - Good.

INSPECTOR GURNEA

Smith presents an excellent appearance and has a warm, friendly personality. He handles himself very well during an interview and exhibits interest and enthusiasm. Smith is probably a little above average.

Inspection Report
Detroit Office
Inspector Gurnea
Interviewed by Inspector Gurnea
Date - July 11, 1947

4 SEP 26 1947

67-NOT RECORDED 4



United States Department of Justice
Federal Bureau of Investigation



IN REPLY, PLEASE REFER TO

FILE No. _____
Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

b6
b7C

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who had contributed to this fund prior to July 15, 1947, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

The following person is hereby designated as my beneficiary for F. B. I. Agents' Insurance Funds:

Name _____ Address _____
Relationship _____ Dated 7/3/47

The following person is hereby designated as my beneficiary under the Chas. S. Ross Fund providing \$1500-death benefit to beneficiary of agents killed in line of duty.

Name _____ Address _____
Relationship _____ Dated 7/3/47

Very truly yours,

Richard W. Smith
Special Agent

Richard W. Smith

*ack
7/9/47
lc*

*3
10/10/47*

ALPHABETICAL
JUL 14 1947
JUL 10 1947

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 7, 1948

FROM : SAC, Detroit

COMMUNICATIONS SECTION

SUBJECT: SPECIAL AGENT RICHARD W. SMITH ✓

MAIL E PERSONAL STATUS

★ JAN 15 1948 P.M.

FEDERAL BUREAU OF INVESTIGATION

U. S. DEPARTMENT OF JUSTICE

is to advise that a daughter, [redacted] was born [redacted] Special Agent and Mrs. Richard W. Smith on [redacted]

1-14-48

RWS:MJF

67-

Searched

6 JAN 10 1948

FEDERAL BUREAU OF INVESTIGATION

THREE

ANNUAL
REPORT OF
EFFICIENCY RATING

Form approved.
Budget Bureau No. 50-R0123.

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR (X) SPECIAL ()
PROBATIONAL ()

As of March 31, 1948 based on performance during period from 4/1/47 to 3/31/48

RICHARD W. SMITH
(Name of employee)

SPECIAL AGENT

CAF 12

\$6144.60

(Title of position, service, and grade)

FEDERAL BUREAU OF INVESTIGATION - DETROIT DIVISION

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning ☐ All others ☒
---------------------------------	---	---

- ____ (1) Maintenance of equipment, tools, instruments.
____ (2) Mechanical skill.
+ (3) Skill in the application of techniques and procedures.
____ (4) Presentability of work (appropriateness of arrangement and appearance of work).
+ (5) Attention to broad phases of assignments.
+ (6) Attention to pertinent detail.
____ (7) Accuracy of operations.
+ (8) Accuracy of final results.
____ (9) Accuracy of judgments or decisions.
+ (10) Effectiveness in presenting ideas or facts.
+ (11) Industry.
+ (12) Rate of progress on or completion of assignments.
+ (13) Amount of acceptable work produced. (Is mark based on production records?)
+ (14) Ability to organize his work. (Yes or no)
+ (15) Effectiveness in meeting and dealing with others.
+ (16) Cooperativeness.
+ (17) Initiative.
+ (18) Resourcefulness.
+ (19) Dependability.
+ (20) Physical fitness for the work.

- ____ (21) Effectiveness in planning broad programs.
____ (22) Effectiveness in adapting the work program to broader or related programs.
____ (23) Effectiveness in devising procedures.
____ (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
____ (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
____ (26) Effectiveness in instructing, training, and developing subordinates in the work.
____ (27) Effectiveness in promoting high working morale.
____ (28) Effectiveness in determining space, personnel, and equipment needs.
____ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
____ (30) Ability to make decisions.
____ (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- + (A) Capability of assuming additional responsibilities
____ (B) _____

STANDARD Deviations must be explained on reverse side of this form	67-744950-115 Numbered 7 Adjective Rating Excellent Very Good Good Fair Unsatisfactory	Adjective Rating VERY GOOD <u>RWS</u>
---	---	--

Plus marks on all underlined elements, and check marks on better on all other elements rated.
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.
Minus marks on at least half of the underlined elements.

Rated by H. T. O'CONNOR, SAC
(Signature of rating official)

H. T. O'CONNOR, SAC

(Title)
Assistant Director,

March 31, 1948

(Date)

Reviewed by W. J. Glavin
(Signature of reviewing official)

Special Agent in Charge
(Title)

5-13-48
(Date)

Rating approved by efficiency rating committee
(Date)

Report to employee
(Adjective rating)

Detroit, Michigan
March 31, 1948

RICHARD W. SMITH
SPECIAL AGENT
ANNUAL EFFICIENCY REPORT

Special Agent Richard Smith makes an excellent appearance, is consistently well groomed and appropriately dressed. He is the type of person who impresses one with his friendliness and conversation. He is well liked by persons with whom he comes in contact. During the pertinent period he has had the responsibility of carrying on the investigations within the splinter groups in the security matter and internal security field. He has developed a good range of knowledge and has taken a keen interest in their activities.

Agent Smith's reports reflect that he is constantly on the alert to develop sources of information which will be of benefit to the office. During the pertinent period he has developed eight sources of information and one confidential informant. He is aggressive and has displayed initiative and resourcefulness. He is an excellent surveillance man and has been most willing to assist and to give his spare time to the handling of matters that need immediate attention.

W
Agent Smith's firearms record is above average; he is careful with all guns, and I would not hesitate to use him on dangerous assignments. He is capable of organizing and initiating investigations; he can accept responsibility and discharge the same with a minimum amount of supervision. The stenographers rate him as an excellent dictator, stating that he is always well prepared and dictates in a clear, smooth, rapid manner. He has not had the opportunity to demonstrate any supervisory ability; however, he does handle his cases well from an administrative standpoint. He is being given a rating of very good.

Rating: VERY GOOD

Initials: RWS



United States Department of Justice
Federal Bureau of Investigation



IN REPLY, PLEASE REFER TO

FILE No. _____
Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

b6
b7c

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who had contributed to this fund prior to February 15, 1948, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - ~~MONEY ORDER~~) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

The following person is hereby designated as my beneficiary for F. B. I. Agents' Insurance Fund:

Name _____ Address _____
Relationship _____ Dated 1/12/48

The following person is hereby designated as my beneficiary under the Chas. S. Ross Fund providing \$1500-death benefit to beneficiary of agents killed in line of duty.

Name _____ Address _____
Relationship _____ Dated 1/12/48

Very truly yours,

Richard W. Smith
Special Agent

77-112 RECORDED &
9/12

6 FEB 4 1948

3/12/48: NPC

ack
1-30-48
sh

ANNUAL

Form approved.
Budget Bureau No. 50-R012.2

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR (X) SPECIAL ()
PROBATIONAL ()

As of March 31, 1949 based on performance during period from 4-1-48 to 3-1-49

Richard W. Smith
(Name of employee)

832064

Special Agent CAF-12
(Title of position, service, and grade)

Federal Bureau of Investigation - Detroit Division

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning ☐ All others ☒
V if adequate		
- if weak		
+ if outstanding		

- ____ (1) Maintenance of equipment, tools, instruments.
- ____ (2) Mechanical skill.
- ± (3) Skill in the application of techniques and procedures.
- ____ (4) Presentability of work (appropriateness of arrangement and appearance of work).
- ± (5) Attention to broad phases of assignments.
- ± (6) Attention to pertinent detail.
- ____ (7) Accuracy of operations.
- ± (8) Accuracy of final results.
- ± (9) Accuracy of judgments or decisions.
- ± (10) Effectiveness in presenting ideas or facts.
- ± (11) Industry.
- ± (12) Rate of progress on or completion of assignments.
- ± (13) Amount of acceptable work produced. (Is mark based on production records? Yes or no)
- ± (14) Ability to organize his work.
- ± (15) Effectiveness in meeting and dealing with others.
- ± (16) Cooperativeness.
- ± (17) Initiative.
- ± (18) Resourcefulness.
- ± (19) Dependability.
- ± (20) Physical fitness for the work.

- ____ (21) Effectiveness in planning broad programs.
- ____ (22) Effectiveness in adapting the work program to broader or related programs.
- ____ (23) Effectiveness in devising procedures.
- ____ (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
- ____ (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
- ____ (26) Effectiveness in instructing, training, and developing subordinates in the work.
- ____ (27) Effectiveness in promoting high working morale.
- ____ (28) Effectiveness in determining space, personnel, and equipment needs.
- ____ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
- ____ (30) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- ✓ (A) Capability for additional assignment
- ____ (B) _____
- ____ (C) _____

67-144950-716

5 APR 18 1949

FEDERAL BUREAU OF INVESTIGATION

STANDARD

Deviations must be explained on reverse side of this form

Plus marks on all underlined elements, and check marks or better on all other elements rated.
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.
Minus marks on at least half of the underlined elements.

Adjective
Rating

Excellent
Very Good
Good
Fair
Unsatisfactory

Rating
official

Reviewing
official

Excellent RWS.

Rated by H. T. O'Connor
(Signature of rating official)

H. T. O'Connor, SAC
(Title)

March 31, 1949
(Date)

Reviewed by W. R. Glavin
(Signature of reviewing official)

W. R. Glavin
(Title)

5 31 49
(Date)

Rating approved by efficiency rating committee

(Date)

Report to employee

(Adjective rating)

RICHARD W. SMITH
SPECIAL AGENT
ANNUAL EFFICIENCY RATING

Special Agent Smith presents an excellent appearance. He is consistently well dressed and appropriately groomed. He has a very friendly personality and is very well liked by his fellow employees and with persons with whom he comes in contact. He is conscientious, sincere and loyal to the Bureau. He has displayed an above average amount of initiative, resourcefulness, force and aggressiveness. He is a hard worker and has performed an above average amount of work. He is a student by nature and one whose interest becomes great in matters assigned to him.

During the pertinent period he has had the responsibility of handling and reporting on the splinter groups, such as the Socialist Workers Party, the Workers Party, the Proletarian Party and others. He has become deeply engrossed in his work and has an excellent understanding of the workings of the splinter groups, their theories and philosophy and can converse and lecture on the same in a very creditable manner. He is untiring in his efforts to do the best job possible in securing information and developing informants and on reporting on the same.

T.C.D.
Agent Smith takes great pains in organizing and planning his work, so that his reports will reflect information of interest. He has had the responsibility of handling important informants in this phase of Bureau work and has directed their activities in a creditable manner. From the administrative standpoint it has not been necessary to remind him of details connected therewith. He has been prompt to advise the Bureau of matters of interest. He has submitted his letters of justification on time and has been prompt in his payments to the informants. Agent Smith is very thorough in whatever he undertakes.

For the past few months he has been assisting in an administrative capacity on Communist matters. Here he has spent many hours in teaching agents who recently arrived in this office the procedure in writing reports on Communist matters. He has shown great patience and they have benefited greatly by his instructions. He has the ability to assume work along an administrative and supervisory line.

Agent Smith is an excellent dictator. His work is constantly well prepared, planned and organized. He handles firearms in a satisfactory manner and I would not hesitate to use him on dangerous assignments. He can accept additional responsibility and would carry the same out with a minimum amount of supervision. Agent Smith is available for general and special assignment at any time. He has continued to progress rapidly and he is being given a rating of Excellent.

Rating: Excellent

Initials: RWS



United States Department of Justice
Federal Bureau of Investigation

IN REPLY, PLEASE REFER TO

FILE NO. _____

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who had contributed to this fund prior to November 30, 1948, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - ~~money order~~) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

b6
b7C

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

The following person is hereby designated as my beneficiary for F. B. I. Agents' Insurance Fund:

Name Address
Relationship Dated 11/26/48

The following person is hereby designated as my beneficiary under the Chas. S. Ross Fund providing \$1500-death benefit to beneficiary of agents killed in line of duty. 31 1948

Name Address
Relationship Dated 11/26/48

Very truly yours,

Richard W. Smith
Special Agent

*ack
12/3/48
CD*

3/1/49

HTO:MEB

Name: Richard W. Smith
EOD: September 8, 1941
Preference: Springfield
Examination: 100%

Title: Special Agent
Salary: CAF-12 \$6,474.60
Dictation Ability: Excellent
Testifying: District Court - 6
Grand Jury - 10
Moot Court - 3

SAC O'CONNOR:

Special Agent Smith presents a very clean-cut appearance and a friendly, likable personality. He is assigned to the security squad and handles the investigations of splinter groups. He has a fine knowledge of the background and activities of these organizations and is very aggressive and conscientious in performing his assignments in connection with them. His volume of work is decidedly above average, as is the quality. He has shown a keen interest in this phase of the Bureau's work and has been thorough in his investigations. His paper work has required a minimum amount of supervision. He is resourceful, aggressive and will continue to do a good job.

Status: Very Good.

INSPECTOR NAUGHTEN:

This agent has been assigned to Security work on the Socialist Workers Party for the past two years, and is doing a fine job. He is well satisfied with his assignment and has no personal problems.

11 MAR 10 1949

Inspection Report
Detroit Office
Inspector Naughten
November 19, 1948
Interviewed By: SA A. J. Norstrom

67-144 950-117	COPY	5-27-49
SAC, DETROIT		RE: RICHARD W. SMITH
Remylet 5-24-49 adv. that SA. Richard W. Smith will rept. to Bu on 6-7-49. Unless adv. SA. Richard W. Smith will report on the 15th. as he has an apartment which will be avail. at this time.		
three	6-2-49	pm hs

This is used for serial 117.



IN REPLY, PLEASE REFER TO
FILE NO. _____

United States Department of Justice
Federal Bureau of Investigation

Post Office Box 2118
Detroit 31, Michigan
June 14 - 1949

FD-109
(3-25-47)



PERSONAL ATTENTION

Director, FBI
SAC,

RE: RICHARD W. SMITH
Special Agent

Dear Sir:

There are submitted herewith the following items
referring to the above-named Special Agent who was recently
transferred to your office:

1. Personnel file *Del. Pers. 6-17*
2. Leave record card and leave slips (previously
forwarded)
3. Field firearms record card *del Santos*
4. Duplicate property record *Filed P.P.P.*

~~5. Duplicate property record card~~

This Agent has completed the following technical training for 1949:
C 1; L 1; FM 1; FP 1; LFP 1; WE 1; WT 1.

Very truly yours,

H. T. O'CONNOR
SAC

67-144950-118	
Searched	Numbered
5 JUN 17 1949	11
FEDERAL BUREAU OF INVESTIGATION	

HTO:MJF
Enclosures (3)

REGISTERED MAIL

3 ENCL

Federal Bureau of Investigation
United States Department of Justice

Detroit, Michigan
June 14, 1949

PERSONAL ATTENTION

Director, FBI

0
Re: RICHARD W. SMITH
SPECIAL AGENT
(UNDER TRANSFER TO BUREAU)

Dear Sir:

With reference to the efficiency report that is ordinarily written on Agents under transfer, it is noted that one was submitted on this Agent as of March 31, 1949. The comments, both adjective and narrative, in that still prevail.

In view of this, no further report is being submitted at this time.

Very truly yours,

H. T. O'CONNOR, SAC

15 JUL 1949
RECORDED
Numbered _____
Filed (31) _____
5 JUN 12 1949
FEDERAL BUREAU OF INVESTIGATION



HTO: MJF

THREE

Office Memorandum • UNITED STATES GOVERNMENT

b6
b7c

TO : THE CHIEF CLERK

FROM : H. B. FLETCHER *HBF*

SUBJECT: RICHARD W. SMITH
SPECIAL AGENT
EOD BUREAU 9-8-41 (as Agent)
CAF 12 \$6474.60

DATE: June 16, 1949

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Mohr	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Holmes	
Miss Gandy	

The above-captioned employee reported to the Security Investigative Division on June 14, 1949, and has been assigned to Supervisory duties in the Espionage Section.

cc - Mr. Ladd
Mr. Nease

Mr. Whitson

Communications

HBF:cmw

15 JUN 24 1949
RECORDED

67-144950-120	
Searched	
Numbered	11
Filed	31
5 JUN 20 1949	
FEDERAL BUREAU OF INVESTIGATION	

*File Section
advised file
received
6/17/49
Bgt*

*3 File
Jen*

Mr. Tolson
Checked
Filed

July 15, 1949

Mr. Richard W. Smith
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Smith:

In connection with the Uniform Promotion Act, I am indeed pleased to advise you that you have been recommended for promotion from \$6474.60 per annum to \$6724 per annum in Grade CAF 12, effective July 24, 1949.

Sincerely yours,

John Edgar Hoover

Director

3 JUL 22 1949
RECEIVED

67-444750-121
SEARCHED
SERIALIZED
INDEXED
FILED
5 JUL 19
FEDERAL BUREAU OF INVESTIGATION

CC: Mr. Fletcher
Mr. J. E. Edwards
Movement

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Gandy

SECTION 4
JW-dt
JUL 18 1949 P.M.

ms

✓ 13

RECEIVED
JUL 15 4 10 PM '49

U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D.C.

Prepared by *bm*
Checked by *me*
Filed by *me*

Nature of Action

MR. RICHARD W. SMITH
MR. RICHARD W. SMITH
PERIODIC RISE PAY INCREASE

Date July 15, 1949
Personnel Action Number
F.B.I.- 349 349
Legal Authority

Effective July 24, 1949

	FROM	TO
Position	Special Agent	
Grade		
Salary	CAP 12	\$5905.20
Division	\$6474.60	\$6714
and		
Section		
Headquarters		
Appropriations	S & E, F.B.I.	S & E, F.B.I.
Departmental or Field	☐ Dept.	☐ Field

NATURE OF POSITION		
a. VICE	b. ADDITIONAL IDENTICAL	c. NEW
P.C. NO.	P.C. NO.	P.C. NO.
	Date of Birth	Date of Oath

REMARKS

From. under the Auto. From. Bill, Public Law #200 as amended 6-30-45. From. under the same Bill from \$5905.20 to \$6474.60 in CAP 12 1-11-48. Last efficiency rating ~~EXCELLENT~~ EXCELLENT Approved Rating Committee 5-31-49.

Jm/bm
9 3 JUL 25 1949

[Signature]

COPY BK

OFFICE MEMORANDUM UNITED STATES GOVERNMENT

To: THE CHIEF CLERK
From: H. B. FLETCHER
Subject: SUPERVISORY TRAINING COURSE

June 24, 1949

This is to advise that the following Special Agents have been instructed to attend the one day Supervisors Training Course on Wednesday June 29, 1949, in Room 5242 of the Justice Building, from 9:00 a.m. to 6:00 p.m.



R. W. Smith



b6
b7C

[Redacted] (Not original list)

Special Agent: [Redacted] will be on annual leave on that date preparatory to moving their families to Washington.

cc- Mr. Baumgardner
Mr. Keay
Mr. Wall
Mr. Whitson

HBF:cmw

100-441000

COPY W.B.N.

June 21, 1949

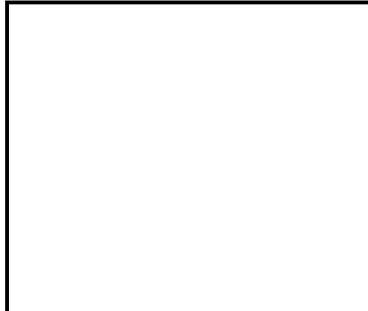
Mr. Fletcher

Director, FBI

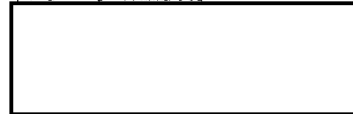
Supervisory Training Course

You should instruct the following Special Agents to attend the one day Supervisors Training Course on Wednesday, June 29, 1949, in Room 5242 of the Justice Building, from 9 A. M. to 6 P. M.

Confirm attendance of Agents reporting.



R. W. Smith



b6
b7C

CC-Mr. McCabe, Room 5256

Mr. Clegg



b6
b7C

15 JUL 7 1949

71

Office Memorandum • UNITED STATES GOVERNMENT

TO : H. B. FLETCHER

DATE: July 21, 1949

FROM :

b6
b7C

SUBJECT: RICHARD W. SMITH

Special Agent

EOD Bureau 9/8/41 (As Agent)

EOD Security Investigative Division

(Espionage) 6/14/49

Ten Day Interview

AUG 3 1949

RECORDED

67-144950-122

Searched

Due to annual leave, the above-named employee was not afforded his ten day interview until July 20, 1949. He advised that he has no problems whatever, that he has secured housing, and that he is acquainted with the organization of the Bureau as he was formerly a clerk here.

He was informed that he should feel free at any time to discuss any problems with you, Mr. Whitson, or me.

EEB:jks

DECLASSIFIED - 10/10/88

3/8/50



United States Department of Justice
Federal Bureau of Investigation

IN REPLY, PLEASE REFER TO

FILE NO. _____

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who had contributed to this fund prior to July 31, 1949, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - ~~MONEY ORDER~~) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

The following person is hereby designated as my beneficiary for F. B. I. Agents' Insurance Fund:

Name _____ Address _____
Relationship _____ Dated July 18, 1949

The following person is hereby designated as my beneficiary under the Chas. S. Ross Fund providing \$1500-death benefit to beneficiary of agents killed in line of duty.

Name _____ Address _____
Relationship _____ Dated July 18, 1949

Very truly yours,

Richard W. Smith
Special Agent

3
WPC
3 JUL 27 1949
67-801
F. B. I.
JUL 21 1949

b6
b7C

RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS
FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE

1641
67-144950-123

NAME SMITH, Richard W. AGE 30 YEARS, 11 MONTHS
NATIVITY (state of birth) Ill. MARRIED, SINGLE, WIDOWED: M NUMBER OF CHILDREN 1
FAMILY HISTORY Mother and father living and well; three sisters living and well; no known family diseases.

HISTORY OF ILLNESS OR INJURY Usual childhood diseases plus pneumonia as a baby; appendectomy operation October, 1917

HEAD AND FACE normal

EYES: PUPILS (size, shape, reaction to light and distance, etc.) normal

DISTANT VISION RT. 20/30, corrected to 20/25

LT. 20/50, corrected to 20/30

COLOR PERCEPTION normal

(state edition of Stilling's plates or Lamps used)

DISEASE OR ANATOMICAL DEFECTS none

EARS: HEARING RT. WHISPERED VOICE 15/15' CONVERSATIONAL SPEECH 15'

LT. WHISPERED VOICE 15/15' CONVERSATIONAL SPEECH 15'

DISEASE OR DEFECTS none

NOSE normal

(Disease or anatomical defect, obstruction, etc. State degree)

SINUSES normal

TONGUE, PALATE, PHARYNX, LARYNX, TONSILS normal

TEETH AND GUMS (disease or anatomical defect): as charted.

MISSING TEETH #7

NONVITAL TEETH none

PERIAPICAL DISEASE none

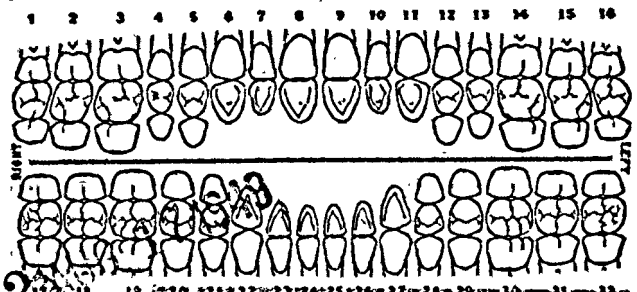
MARKED MALOCCLUSION no

PYORRHEA ALVEOLARIS no

TEETH REPLACED BY BRIDGES none

DENTURES none

REMARKS none



67-144950-123
E. S. Suttling, D.D.S.
(Signature of Dental Officer)

GENERAL BUILD AND APPEARANCE medium

TEMPERATURE 36 CHEST AT EXPIRATION 36

HEIGHT 68 CHEST AT INSPIRATION 40 1/2

WEIGHT 157 CIRCUMFERENCE OF ABDOMEN AT UMBILICUS 33 1/2

RECENT GAIN OR LOSS, AMOUNT AND CAUSE none

SKIN, HAIR, AND GLANDS normal

NECK (abnormalities, thyroid gland, trachea, larynx) normal

SPINE AND EXTREMITIES (bones, joints, muscles, feet) normal

Handwritten signatures and initials at the bottom of the page.

THORAX (size, shape, movement, cage, mediastinum) 17
RESPIRATORY SYSTEM, BRONCHI, LUNGS, PLEURA, ETC. normal
chest x-ray 14 x 17 # 7055 neg.
CARDIO-VASCULAR SYSTEM normal
HEART (note all signs of cardiac involvement) normal

PULSE: BEFORE EXERCISE 80 BLOOD PRESSURE: SYSTOLIC 114
AFTER EXERCISE 92 DIASTOLIC 70
THREE MINUTES AFTER 76
CONDITION OF ARTERIES elastic CHARACTER OF PULSE regular
CONDITION OF VEINS normal HEMORRHOIDS none

ABDOMEN AND PELVIS (condition of wall, scars, herniae, abnormality of viscera) appendectomy scar, well healed.

GENITO-URINARY SYSTEM normal
URINALYSIS: SP. GR. 1.029 ALB. n SUGAR n MICROSCOPICAL n
VENEREAL DISEASE none

NERVOUS SYSTEM normal
(organic or functional disorders)
ROMBERG negative INCOORDINATION (gait, speech) none
REFLEXES, SUPERFICIAL present DEEP (knee, ankle, elbow) normal TREMORS none
SEROLOGICAL TESTS KAHN NEG. BLOOD TYPE O Rh Pos
ABNORMAL PSYCHE (neurasthenia, psychasthenia, depression, instability, worries) none apparent

SMALLPOX VACCINATION: DATE OF LAST VACCINATION none
TYPHOID PROPHYLAXIS: NUMBER OF COURSES none
DATE OF LAST COURSE none
REMARKS ON ABNORMALITIES NOT OTHERWISE NOTED OR SUFFICIENTLY DESCRIBED ABOVE

SUMMARY OF DEFECTS Def. vision, partially corrected.

CAPABLE OF PERFORMING DUTIES INVOLVING Arduous PHYSICAL EXERTION
IS THIS INDIVIDUAL PHYSICALLY FIT TO PARTICIPATE IN RAIDS AND APPREHENSION OF CRIMINALS
WHICH MIGHT ENTAIL THE PRACTICAL USE OF FIREARMS. yes. (yes or no)
(when no is given state cause)

FINDINGS, RECOMMENDATIONS AND REMARKS (as per boards, when necessary)
Check on glasses recommended.

A. J. White
Capt. MC USN Ret.

DATE OF EXAMINATION June 24, 1949

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

FROM : Mr. Fletcher *[initials]*

SUBJECT: PHYSICAL EXAMINATION OF 0
SPECIAL AGENT RICHARD W. SMITH

DATE: September 16, 1949

Mr. Tolson	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Egan	_____
Mr. Gurnea	_____
Mr. Harbo	_____
Mr. Mohr	_____
Mr. Pennington	_____
Mr. Quinn Tamm	_____
Tele. Room	_____
Mr. Nease	_____
Miss Holmes	_____
Miss Gandy	_____

I have been advised that captioned Special Agent has secured proper eyeglass lenses, correcting his normal vision to that of 20/20.

This action was taken upon the basis of the recommendation resulting from the physical examination afforded this Agent on July 24, 1949.

RTWS:EHT

2 SEP 28 1949
RECORDED

67-144950-124	
Searched	_____
Numbered	_____
Filed	35
4 SEP-22 1949	
FEDERAL BUREAU OF INVESTIGATION	

[Handwritten signature]

[Handwritten initials]

August 10, 1949

PERSONAL AND CONFIDENTIAL

Mr. Richard W. Smith
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Smith:

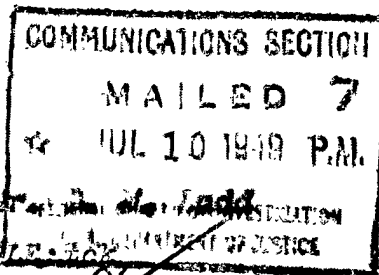
The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, Bethesda, Maryland, on July 24, 1949.

This report reflects that you have defective vision of 20/30 in the right eye, corrected to 20/25 and 20/50 in the left eye, corrected to 20/30. The medical examiner recommends that you have your lenses checked for a more effective correction to bring your vision to the normal of 20/20. The Bureau should be advised when you have taken care of this matter.

The Board of Examining Physicians of the United States Naval Hospital reports that you are capable of performing strenuous physical exertion and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

Sincerely yours,

John Edgar Hoover
Director



Mr. Tolson _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Mohr _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Gandy _____

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL: REGULAR () SPECIAL ()
PROBATIONAL ()

As of January 3, 1950 based on performance during period from June 14, 1949 to Dec. 14, 1949

RICHARD W. SMITH

(Name of employee)

832064 Special Agent, GS-12

(Title of position, service, and grade)

Espionage Section, Security-Investigative Division, FBI, Dept. of Justice, Wash., DC.

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning ☐ All others ☐
---------------------------------	---	--

- ___ (1) Maintenance of equipment, tools, instruments.
- ___ (2) Mechanical skill.
- + (3) Skill in the application of techniques and procedures.
- ___ (4) Presentability of work (appropriateness of arrangement and appearance of work).
- + (5) Attention to broad phases of assignments.
- + (6) Attention to pertinent detail.
- + (7) Accuracy of operations.
- + (8) Accuracy of final results.
- + (9) Accuracy of judgments or decisions.
- + (10) Effectiveness in presenting ideas or facts.
- + (11) Industry.
- + (12) Rate of progress on or completion of assignments.
- + (13) Amount of acceptable work produced. (Is mark based on production records? No.) (Yes or no)
- + (14) Ability to organize his work.
- + (15) Effectiveness in meeting and dealing with others.
- + (16) Cooperativeness.
- + (17) Initiative.
- + (18) Resourcefulness.
- + (19) Dependability.
- + (20) Physical fitness for the work.

- ___ (21) Effectiveness in planning broad programs.
- ___ (22) Effectiveness in adapting the work program to broader or related programs.
- ___ (23) Effectiveness in devising procedures.
- ___ (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
- ___ (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
- ___ (26) Effectiveness in instructing, training, and developing subordinates in the work.
- ___ (27) Effectiveness in promoting high working morale.
- ___ (28) Effectiveness in determining space, personnel, and equipment needs.
- ___ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
- ___ (30) Ability to make decisions.
- ___ (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED 67-144950-125

(A) Searched	Numbered <u>55</u>
(B) <u>2 JAN 23 1950</u>	<u>5 JAN 20 1950</u>
FEDERAL BUREAU OF INVESTIGATION	Adjusted Rating

STANDARD

Deviations must be explained on reverse side of this form

Plus marks on all underlined elements, and check marks or better on all other elements rated.
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.
Minus marks on at least half of the underlined elements.

Adjective Rating

Excellent XX

Very Good

Good

Fair

Unsatisfactory

Rating official EXCELLENT

Reviewing official JW

Rated by Rish Whitson

(Signature of rating official)

Chief of Section

(Title)

Jan. 3, 1950

(Date)

Reviewed by H. B. Fletcher

(Signature of reviewing official)

(Title)

Jan. 3, 1950

(Date)

Rating approved by efficiency rating committee

(Date)

Report to employee

(Adjective rating)

RICHARD W. SMITH

This is a six-month efficiency report on Special Agent Richard W. Smith who entered on duty with the Bureau September 8, 1941, as a Special Agent and who was transferred to the Seat of Government from Detroit and was assigned to supervisory duties in the Espionage Section of the Security-Investigative Division June 14, 1949.

Mr. Smith presents an excellent appearance, he has a good personality, he is conscientious, sincere and loyal to the Bureau. He is a hard worker and has displayed an above average amount of initiative in handling the matters assigned to him.

During the period that he has been assigned to the Espionage Section he has handled matters relating to Communists involved in Soviet intelligence activity, as well as matters involving seamen who are alleged to be engaged in international courier activities.

He has applied himself assiduously to the problems occurring on his desk and at the present time is entitled in his grade to an adjective rating of excellent.

Hub

ANNUAL

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR (X) SPECIAL ()
PROBATIONAL ()

As of March 31, 1950 based on performance during period from April 1, 1949 to March 31, 1950

RICHARD W. SMITH
(Name of employee)

SPECIAL AGENT, GS-12
(Title of position, service, and grade)

Espionage Section, Security Division, FBI, Department of Justice, Washington, D. C.
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE ✓ if adequate - if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning ☐ All others ☐
---	---	--

- | | |
|--|--|
| <p>____ (1) Maintenance of equipment, tools, instruments.
____ (2) Mechanical skill.
<u>±</u> (3) <u>Skill in the application of techniques and procedures.</u>
____ (4) Presentability of work (appropriateness of arrangement and appearance of work).
<u>±</u> (5) <u>Attention to broad phases of assignments.</u>
<u>±</u> (6) <u>Attention to pertinent detail.</u>
____ (7) Accuracy of operations.
<u>±</u> (8) <u>Accuracy of final results.</u>
<u>±</u> (9) <u>Accuracy of judgments or decisions.</u>
<u>±</u> (10) <u>Effectiveness in presenting ideas or facts.</u>
<u>±</u> (11) <u>Industry.</u>
<u>±</u> (12) <u>Rate of progress on or completion of assignments.</u>
<u>±</u> (13) <u>Amount of acceptable work produced.</u> (Is mark based on production records? <u>Yes or no</u>)
<u>±</u> (14) <u>Ability to organize his work.</u>
<u>±</u> (15) <u>Effectiveness in meeting and dealing with others.</u>
<u>±</u> (16) <u>Cooperativeness.</u>
<u>±</u> (17) <u>Initiative.</u>
<u>±</u> (18) <u>Resourcefulness.</u>
<u>±</u> (19) <u>Dependability.</u>
<u>±</u> (20) <u>Physical fitness for the work.</u></p> | <p>____ (21) <u>Effectiveness in planning broad programs.</u>
____ (22) <u>Effectiveness in adapting the work program to broader or related programs.</u>
____ (23) <u>Effectiveness in devising procedures.</u>
____ (24) <u>Effectiveness in laying out work and establishing standards of performance for subordinates.</u>
____ (25) <u>Effectiveness in directing, reviewing, and checking the work of subordinates.</u>
____ (26) <u>Effectiveness in instructing, training, and developing subordinates in the work.</u>
____ (27) <u>Effectiveness in promoting high working morale.</u>
____ (28) <u>Effectiveness in determining space, personnel, and equipment needs.</u>
____ (29) <u>Effectiveness in setting and obtaining adherence to time limits and deadlines.</u>
____ (30) <u>Ability to make decisions.</u>
____ (31) <u>Effectiveness in delegating clearly defined authority to act.</u></p> |
|--|--|

STATE ANY OTHER ELEMENTS CONSIDERED

- ____ (A) Capability for additional responsibility. 50
____ (B) _____
____ (C) _____

STANDARD

Deviations must be explained on reverse side of this form

Plus marks on all underlined elements, and check marks or better on all other elements rated.
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.
Minus marks on at least half of the underlined elements.

Adjective Rating
Excellent XX
Very Good
Good
Fair
Unsatisfactory

Rating official EXCELLENT
Reviewing official _____

Rated by Carl E. Schmitt
(Signature of rating official)

Chief of Section
(Title)

March 31, 1950
(Date)

Reviewed by Carl E. Schmitt
(Signature of reviewing official)

Inspector
(Title)

March 31, 1950
(Date)

Rating approved by efficiency rating committee
(Date)

Assistant Director
Report to employee
(Adjective rating)

RICHARD W. SMITH

Agent Smith entered on duty with the Bureau September 8, 1941. On April 7, 1945, he was assigned to the Detroit Field Division and on June 15, 1949, was reassigned to the Security Division in the Espionage Section.

During the period covered by this report while assigned to the Detroit Field Division, Agent Smith was charged with the responsibility of handling and reporting on the splinter groups such as the Socialist Workers Party, the Workers Party, and the Proletarian Party. Likewise, Agent Smith assisted in an administrative capacity on Communist matters. His rating in the Detroit Field Division was excellent.

Since his assignment to the Espionage Section, Agent Smith has been utilized in the supervision of espionage and internal security cases the subjects of which are connected with the Soviet Ministry of State Security, the Cominform, and the Comintern. He also handles those investigations the subjects of which do not fall into the regular organizational pattern of the Soviet Intelligence Services. He handles seamen courier cases and internal security cases involving United States citizens connected with the United Nations.

Agent Smith is a hard and diligent worker who is intensely interested in the cases assigned to him. His approach to his work is one of caution and he thoroughly analyzes a situation before taking action. Agent Smith is extremely thorough and can be depended upon to give his best service at all times. At the same time, Agent Smith has demonstrated satisfactory initiative and sound good judgment.

His dictation ability is rated between excellent and very good and his memoranda and letters are entirely satisfactory, containing a minimum of errors.

This Agent makes a very good personal appearance and has a definitely good personality. He is in good health and is available for general and special assignment anywhere within the Bureau's jurisdiction. Agent Smith has demonstrated administrative ability and is a competent Bureau Supervisor. His rating is excellent.

ms



United States Department of Justice
Federal Bureau of Investigation
Washington, D. C.



Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Office of the Director
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - ~~MONEY ORDER~~) the sum of \$10, payable to the Chief Clerk of the FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Chief Clerk of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name Relationship Date 3/17/50
Address

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

Name Relationship Date 3/17/50
Address

Very truly yours,

Richard W. Smith
Special Agent

3/17/50
NOT RECORDED
APR 17 1950

Washington

Mr. Richard W. Smith,
Federal Bureau of Investigation,
U. S. Department of Justice.

MR. D. M. LADD

March 10, 1950

DIRECTOR, FBI

RICHARD W. SMITH

SPECIAL AGENT

GENERAL IN-SERVICE COURSE 2/20/50 TO 3/3/50

The above-named Special Agent attended the above General In-Service Training Course and attained the following grades:

Notebook	Very Good
Examination	96
Double Action Course	80
Practical Pistol Course	85
Shotgun (Skeet)	11/25
.30 Rifle	83
Machine Gun	85

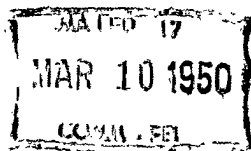
The firearms grades with the exception of the Shotgun Skeet Course have been entered on Agent Smith's field firearms training record.

cc: SA Richard W. Smith
Security Investigative Division

14 MAR 16 1950

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

HLS:dcs



W. J. [unclear]

9/4

June 2, 1950

~~PERSONAL AND CONFIDENTIAL~~

Mr. Richard Warren Smith
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Smith:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, Bethesda, Maryland, on May 5, 1950.

This report reflects that you have defective vision of 20/30 in both eyes, corrected to 20/20. This was also noted on your previous physical examination.

It further reflects that you have an irregular heart beat after exercise; however, there was no evidence of cardiac decompensation found during the examination and since the electrocardiogram was within normal limits, it appears that this condition is in no way disabling.

The Board of Examining Physicians of the United States Naval Hospital reports that you are capable of performing strenuous physical exertion and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

Sincerely yours,

John Edgar Hoover
Director

CC-Mr. Belmont (P & C)

HLE:cmn *cmn*

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

1950

V.B.

127
S. J. H. V.
Int'l
gpt

RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS
FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE

CC-270
(1-1-50)

NAME SMITH, Richard Warren AGE 31 YEARS, 9 MONTHS
NATIVITY (state of birth) Illinois MARRIED, SINGLE, WIDOWED: Married NUMBER OF CHILDREN 1
FAMILY HISTORY Both parents and all sisters (3) living and well. No brothers.

HISTORY OF ILLNESS OR INJURY Rheumatism, pneumonia, appendicitis operation.

HEAD AND FACE Normal

EYES: PUPILS (size, shape, reaction to light and distance, etc.) Normal

DISTANT VISION RT. 20/30, corrected to 20/ 20

LT. 20/30, corrected to 20/ 20 Glasses

COLOR PERCEPTION AOG 1940

(state edition of Stilling's plates or Lamps used)

DISEASE OR ANATOMICAL DEFECTS None

EARS: HEARING RT. WHISPERED VOICE 15/15'

CONVERSATIONAL SPEECH 15'

LT. WHISPERED VOICE 15/15'

CONVERSATIONAL SPEECH 15'

DISEASE OR DEFECTS Normal

NOSE Normal

(Disease or anatomical defect, obstruction, etc. State degree)

SINUSES Normal

TONGUE, PALATE, PHARYNX, LARYNX, TONSILS Normal

TEETH AND GUMS (disease or anatomical defect): As charted

MISSING TEETH 1

NONVITAL TEETH N

PERIAPICAL DISEASE N

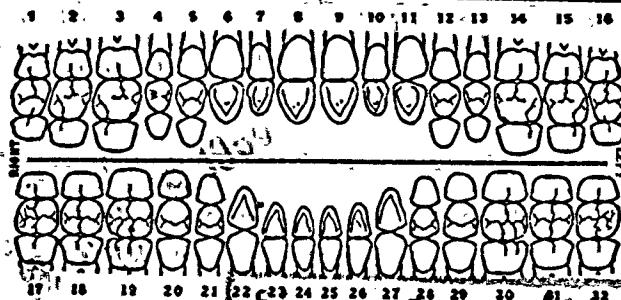
MARKED MALOCCLUSION N

PYORRHEA ALVEOLARIS N

TEETH REPLACED BY BRIDGES N

DENTURES

REMARKS



J. E. Flockend

(Signature of Dental Officer)

GENERAL BUILD AND APPEARANCE Av. WD & WN

TEMPERATURE 98

CHEST AT EXPIRATION

HEIGHT 69

CHEST AT INSPIRATION

WEIGHT 162

CIRCUMFERENCE OF ABDOMEN AT UMBILICUS

RECENT GAIN OR LOSS, AMOUNT AND CAUSE No change

SKIN, HAIR, AND GLANDS NSA

NECK (abnormalities, thyroid gland, trachea, larynx) NSA

SPINE AND EXTREMITIES (bones, joints, muscles, feet) NSA

THORAX (size, shape, movement, rib cage, mediastinum) _____
 RESPIRATORY SYSTEM, BRONCHI, LUNGS, PLEURA, ETC. Normal
X-Ray Chest-neg.
 CARDIO-VASCULAR SYSTEM Believe ECG indicative in this case.
 HEART (note all signs of cardiac involvement) Suggestive of apical thrill int. no
murmurs.
 PULSE: BEFORE EXERCISE 66 BLOOD PRESSURE: SYSTOLIC 108
 AFTER EXERCISE 88 DIASTOLIC 84
 THREE MINUTES AFTER 70
 CONDITION OF ARTERIES Good CHARACTER OF PULSE Normal *
 CONDITION OF VEINS Good HEMORRHOIDS None
*until after exercise, then arrhythmia.
 ABDOMEN AND PELVIS (condition of wall, scars, herniae, abnormality of viscera) _____
Appendectomy scar. No other abnormality. No hernia.
 GENITO-URINARY SYSTEM NSA
 URINALYSIS: SP. GR. 1.026 ALB. neg. SUGAR neg. MICROSCOPICAL neg.
 VENEREAL DISEASE NSA
 NERVOUS SYSTEM NSA
 (organic or functional disorders)
 ROMBERG Neg. INCOORDINATION (gait, speech) N
 REFLEXES, SUPERFICIAL Normal DEEP (knee, ankle, elbow) Normal TREMORS N
 SEROLOGICAL TESTS Kahn-neg. BLOOD TYPE O Rh positive
 ABNORMAL PSYCHE (neurasthenia, psychasthenia, depression, instability, worries) _____
Normal
 SMALLPOX VACCINATION: DATE OF LAST VACCINATION _____
 TYPHOID PROPHYLAXIS: NUMBER OF COURSES _____
 DATE OF LAST COURSE _____
 REMARKS ON ABNORMALITIES NOT OTHERWISE NOTED OR SUFFICIENTLY DESCRIBED ABOVE _____
 SUMMARY OF DEFECTS Error of refraction corrected by glasses. Arrhythmia after exercise.
ECG normal. No evidence of cardiac decompensation on physical examination.
 CAPABLE OF PERFORMING DUTIES INVOLVING Strenuous PHYSICAL EXERTION
 IS THIS INDIVIDUAL PHYSICALLY FIT TO PARTICIPATE IN RAIDS AND APPREHENSION OF CRIMINALS
 WHICH MIGHT ENTAIL THE PRACTICAL USE OF FIREARMS Yes (yes or no)
 (when no is given state cause) _____
 FINDINGS, RECOMMENDATIONS AND REMARKS (as per boards, when necessary) _____

 DATE OF EXAMINATION May 5, 1950 C. E. Park
 EMPLOYEE'S INITIALS _____ (examination done by another
 physician)

July 8, 1950

Mr. Richard W. Smith
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Smith:

Today marks the completion of your tenth year of service with the Federal Bureau of Investigation, and it is a source of real pleasure for me to extend to you my heartiest congratulations and present to you this Ten-Year Service Award Key.

There pervades our organization a wonderful spirit of loyal devotion to its standards, adherence to its rules and regulations, vigorous, self-sacrificing cooperation in discharging its responsibilities, and a unity of purpose directed toward successfully carrying out the public service entrusted to us. The realization of this through small daily occurrences is a source of constant encouragement to me, but its real significance is forcefully brought to mind when I review the record of an employee like yourself spanning ten years. Such records offer strong proof of the primary reason this Bureau has survived and grown.

It is my sincere wish that we will continue to have the benefit of your services in the FBI for many years to come.

With best wishes,

Sincerely,

Enclosure

CC: Mr. Belmont
CC: Voucher Section
WRG:JRP

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

Key + Ltr
forwarded via
Special Messenger
to Mr. Belmont
7-7-50
JRP

RECEIVED DIRECTOR
F B I
U.S. DEPT. OF JUSTICE
JUN 15 12 17 PM '50

RECEIVED READING ROOM
F B I
U.S. DEPT. OF JUSTICE
JUN 15 11 21 AM '50

093

20

In connection with the Uniform Promotion Act, I am indeed pleased to advise you that you have been recommended for promotion from \$6800 per annum to \$7000 per annum in Grade GS 12, effective January 21, 1951.

John Edgar Hoover
Director

20 FEB 9 1951

144700-129

52

Bel

JAN 24 1951

22

✓ 11/11/11

Dr
JHE

Leon _____
 Ed _____
 Rex _____
 Win _____
 John _____
 Sam _____
 Ty _____
 Co _____
 Mont _____
 Room _____

1. Agency and organizational designations

DEPARTMENT OF JUSTICE

2. Pay roll period

3. Block No.

4. Slip No.

13617

5. Employee's name

MR. RICHARD W. SMITH

6. Grade and salary

SA

GS 12 \$6800

PAY ROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND		NET PAY
7. Previous normal									
8. New normal									
9. Pay this period									

10. Remarks:

11. Appropriation(s)

12. Prepared by

13. Audited by

60 JAN 31 1951

☒ Periodic step-increase☐ Pay adjustment.☐ Other step-increase

14. Effective date

15. Date last equivalent increase

16. Old salary rate

17. New salary rate

18.

19. Suspend date

1-22-51

7-24-49

\$6800

\$7000

(b)

(SIGNATURE OR OTHER AUTHENTICATION)

1-18-51

20. LWOP data (Fill in appropriate spaces covering LWOP during following periods):

Period(s):

(Check applicable box in case of excess LWOP)

☐ In pay status at end of waiting period.☐ In LWOP status at end of waiting period.☒ No excess LWOP. Total excess LWOP

JW/da

Initials of Clerk

STANDARD FORM NO. 1126d

Form prescribed by Comp. Gen., U. S.
Feb. 3, 1950, General Regulations No. 102

PAY ROLL CHANGE SLIP—PERSONNEL COPY

RICHARD WARREN SMITH SPECIAL AGENT

ENTERED ON DUTY: September 8, 1941

GRADE AND SALARY: GS-12, \$6800.

✓ OFFICE PREFERENCE: (1) None (2) _____ ✓

INSPECTOR BELMONT:

Agent Smith has been assigned to Division Five since June 14, 1949. He currently supervises espionage and internal security cases involving members of the MGB, the Comintern, and the Communist Party. Agent Smith is a conscientious, sincere, and dependable Bureau Supervisor. While Smith is somewhat slower than others of his experience, he compensates by his diligence and thoroughness. He has an excellent grasp of his cases and does a commendable job. His rating is excellent.

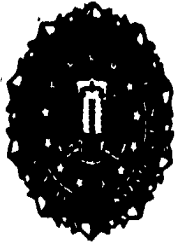
INSPECTOR HARBO:

Good appearance and personality. Shows enthusiasm for his work. Makes a good impression during interview and appears to know his cases. I consider him a good average supervisor, but not outstanding in any way. The stenographers rated this Agent excellent in dictation ability.

INSPECTION REPORT
ESPIONAGE SECTION
INSPECTOR R.T. HARBO
10-24-50

31

13 DEC 14 1950



United States Department of Justice
Federal Bureau of Investigation
Washington, D. C.



Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

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b7c

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - ~~MONEY ORDER~~) the sum of \$10, payable to the Chief Clerk of the FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Chief Clerk of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name Relationship Date 8-11-50
Address

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

Name Relationship Date 8-11-50
Address

ack

Very truly yours,

Rich and W. Smith 3/WAG
Special Agent

JW

FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: RICHARD WARREN SMITH 832064 *H.B. Smith*

Where Assigned: SECURITY ESPIONAGE
(Division) (Section, Unit)

Payroll Title: SPECIAL AGENT GS-12

Rating Period: from April 1, 1950 to March 31, 1951

ADJECTIVE RATING: Satisfactory
Outstanding, Satisfactory, Unsatisfactory

Employee's
Initials

RWS

Rated by: *Earl E. Tamm* Chief of Section March 31, 1951
Signature Title Date

Reviewed by: *Carl Belmont* Inspector March 31, 1951
Signature Title Date

Rating approved by: *W. R. Glavin* Assistant Director, APR 23 1951
Signature Federal Bureau of Investigation Title Date

TYPE OF REPORT

(x) Official
(x) Annual

() Administrative

() 60-day

() Transfer

() Separation from service

() Special

2 MAY 15 1951

37-1791-130

RECEIVED

APR 21 1951

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NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) wherein the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

RECORDS UNIT
FBI
U.S. DEPT. OF JUSTICE
MAY 20 5 42 AM '51

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee RICHARD WARREN SMITHTitle Special Agent GS-12Rating Period: from 4/1/50 to 3/31/51

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).
- Unsatisfactory.
0 No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out below.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out below.

- | | |
|---|---|
| <u>+</u> (1) Personal appearance. | <u>✓</u> (17) Firearms ability. |
| <u>+</u> (2) Personality and effectiveness of his personal contacts. | <u>0</u> (18) Development of informants and sources of information. |
| <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load). | <u>+</u> (19) Reporting ability: |
| <u>+</u> (4) Physical fitness (including health, energy, stamina). | <u>0</u> (a) Investigative reports |
| <u>+</u> (5) Resourcefulness and ingenuity. | <u>0</u> (b) Summary reports |
| <u>+</u> (6) Forcefulness and aggressiveness as required. | <u>+</u> (c) Memos, letters, wires |
| <u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives. | (Consider: <u>+</u> conciseness; <u>+</u> clarity; <u>+</u> organization; <u>+</u> thoroughness; <u>+</u> accuracy; <u>+</u> adequacy and pertinency of leads; <u>+</u> administrative detail.) |
| <u>+</u> (8) Initiative and the taking of appropriate action on own responsibility. | <u>0</u> (20) Performance as a witness. |
| <u>+</u> (9) Planning ability and its application to the work. | <u>✓</u> (21) Executive ability: |
| <u>+</u> (10) Accuracy and attention to pertinent detail. | <u>0</u> (a) Leadership |
| <u>+</u> (11) Industry, including energetic consistent application to duties. | <u>+</u> (b) Ability to handle personnel |
| <u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control. | <u>+</u> (c) Planning |
| <u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application. | <u>+</u> (d) Making decisions |
| <u>0</u> (14) Technical or mechanical skills. | <u>+</u> (e) Assignment of work |
| <u>+</u> (15) Investigative ability and results: | <u>+</u> (f) Training subordinates |
| <u>+</u> (a) Internal security cases | <u>+</u> (g) Devising procedures |
| <u>0</u> (b) Criminal or general investigative cases | <u>+</u> (h) Emotional stability |
| <u>0</u> (c) Fugitive cases | <u>+</u> (i) Promoting high morale |
| <u>0</u> (d) Applicant cases | <u>+</u> (j) Getting results |
| <u>0</u> (e) Accounting cases | <u>+</u> (22) Ability on raids and dangerous assignments: |
| <u>0</u> (16) Physical surveillance ability. | <u>+</u> (a) As leader |
| | <u>+</u> (b) As participant |
| | <u>+</u> (23) Organizational interest, such as making of suggestions for improvement. |
| | <u>+</u> (24) Ability to work under pressure. |
| | <u>✓</u> (25) Miscellaneous. Specify and rate: <u>Capability for additional responsibility</u> |

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): Bureau supervisor on security matters

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Desk man

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING: Satisfactory

Outstanding, Satisfactory, Unsatisfactory

ms

RICHARD WARREN SMITH
SPECIAL AGENT GS-12

This Agent entered on duty as a Bureau Agent on September 8, 1941. He has been assigned in the Security Division in the Espionage Section since June 14, 1949.

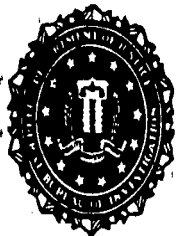
During the period covered by this report he has supervised Espionage and Internal Security cases involving the Soviet MGB, Comintern and other miscellaneous cases where the activities of the subject relate to the Communist Party.

SA Smith is a competent Bureau supervisor. He has a thorough knowledge of Bureau policies and procedures and the ability to apply them with sound judgment. He is a diligent, conscientious worker and does an extremely thorough job. SA Smith carefully thinks situations through, defines his objective and has the tenacity to get results. His attitude is excellent and it will be observed that he has contributed an above average volume of overtime in order to promote the work on his desk and in the Espionage Section. This Agent can and does handle the more complex investigative matters. He is rated as excellent in dictation ability.

SA Smith makes a favorable personal appearance and has a likeable personality being obviously sincere. He is intelligent and mentally alert and has no impediments which would impair his use on a dangerous assignment.

By his performance this Agent is entitled to a rating of "Satisfactory" in the upper limits.

ms



United States Department of Justice
Federal Bureau of Investigation
Washington, D. C.



Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

b6
b7C

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Name Relationship Date 2/10/51

Address

ack.
FEB 21 1951
JSC

Very truly yours,

Richard W. Smith
Special Agent

FEDERAL BUREAU OF INVESTIGATION
FOIPA
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